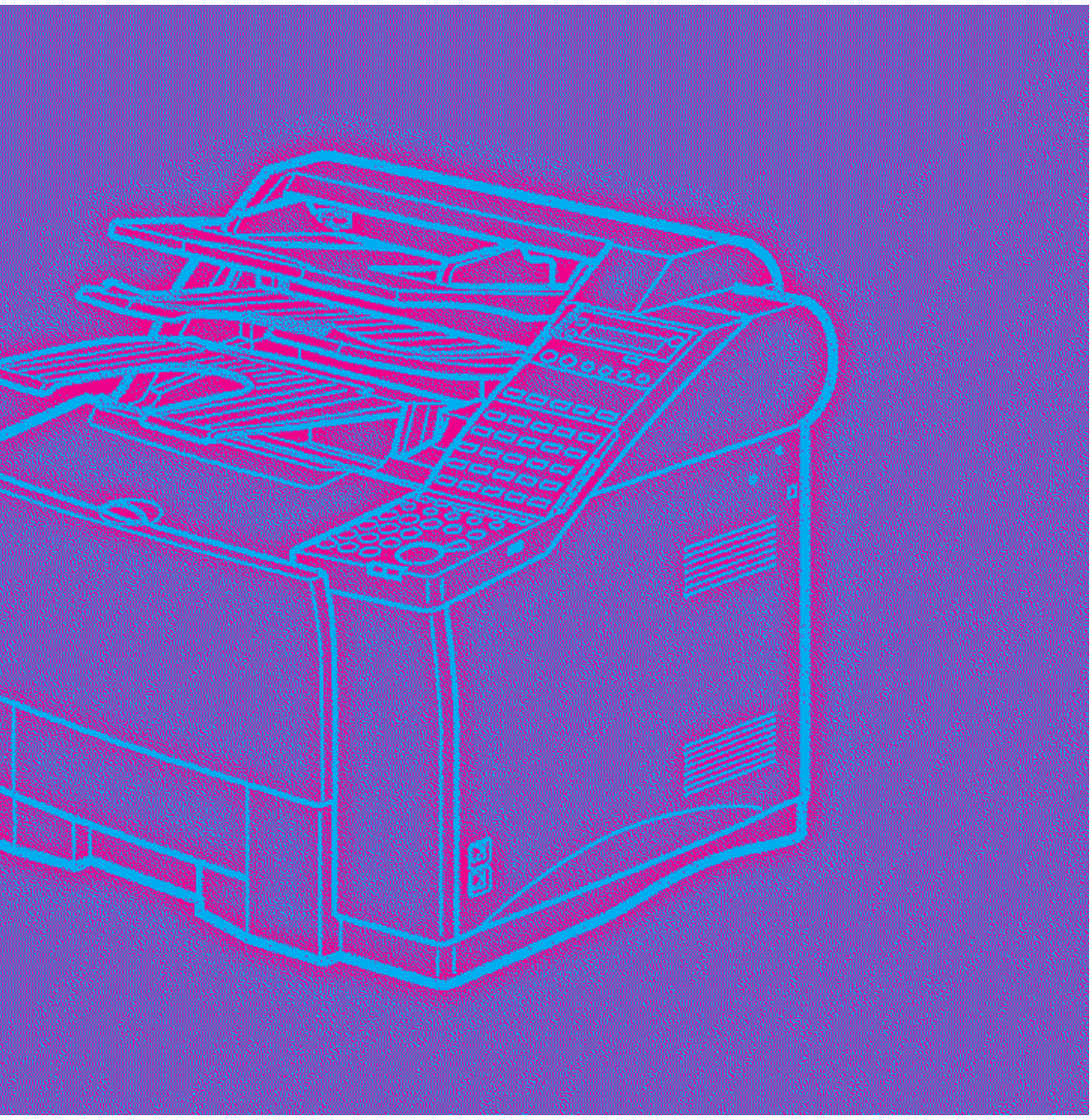
SUPER G3
HIGH-SPEED FACSIMILE

CLASS® 3170 Series

USER'S GUIDE



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LASER CLASS® 3170 Series

FACSIMILE USER'S GUIDE

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As an ENERGY STAR Partner, Canon has determined that the Canon LASER CLASS® 3170 and 3175 meet the Energy Star guidelines for energy efficiency.

Super G3 is a phrase used to describe the new generation of fax machines that use ITU-T V.34 standard 33.6Kbps* modems. Super G3 High Speed Fax machines allow transmission time of approximately 3 seconds* per page which results in reduced telephone line charges.

* Approximately 3 seconds per page fax transmission time based on CCITT/ITU-T No.1 Chart, (JBIG, Standard Mode) at 33.6Kbps modem speed. The Public Switched Telephone Network (PSTN) currently supports 28.8Kbps modem speeds or lower, depending on telephone line conditions.

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Users in the U.S.A.

PRE-INSTALLATION REQUIREMENTS FOR CANON FACSIMILE EQUIPMENT

A. Location

Supply a suitable table, cabinet, or desk. See Appendix A for the unit's dimensions and weight.

B. Order Information

1. Only a single telephone line (touch-tone or rotary) is to be used.

2. Order an RJ11-C modular wall jack (USOC code), which should be installed by the phone company. If the RJ11-C wall jack is not present, telephone/fax operation is not possible.

3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or the equivalent. Use one line per unit.

   DDD (Direct Distance Dial) line

   -if not-

   IDDD (International Direct Distance Dial) line if you communicate overseas

Canon recommends an individual line following industry standards, e.g. the 2500 (Touch Tone) or 500 (Rotary/Pulse Dial) telephones. A dedicated extension off a PBX unit without "Call Waiting" can be used with your facsimile unit. Key telephone systems are not recommended because they send non- standard signals to individual telephones for ringing and special codes, which may cause a fax error.

C. Power Requirements

The facsimile unit should be connected to a standard 120 volt AC, three-wire grounded outlet only. Do not connect this unit to an outlet or power line shared with other appliances that cause electrical noise. Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise which often interferes with communications equipment and the sending and receiving of documents.

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CONNECTION OF THE EQUIPMENT

This equipment complies with Part 68 of the FCC rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. If requested, this information must be given to the telephone company. This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.

The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but all areas, the sum of the REN's should not exceed five(5.0). To be certain of the number of devices that may be connected to the line, as determined by the total REN's contact the telephone company to determine the maximum REN for the calling area.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant.

(Note: RENs are associated with loop-start and ground-start ports. Do not use for E&M or digital ports.)

Even if the dual-line option is installed, the REN is applicable to each port.

This equipment if it uses an optional telephone receiver is hearing aid compatible.

IN CASE OF EQUIPMENT MALFUNCTION

Should any malfunction occur which cannot be corrected by the procedures described in this User's Guide, disconnect the equipment from the telephone line and unplug the power cord. The telephone line should not be reconnected or the switch turned on until the problem is completely resolved. Users should contact their local authorized Canon Facsimile Service Dealer for servicing of equipment.

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RIGHTS OF THE TELEPHONE COMPANY

Should the equipment cause harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services which may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user. Also, you will be advised of your right to file a compliant with the FCC if you believe it is necessary.

WARNING!

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your fax machine, you should complete the procedure to register your name, unit number, time, and date on page 3-12.

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WARNING FOR THE LASER CLASS® 3170/3175

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

– Reorient or relocate the receiving antenna.
– Increase the separation between the equipment and receiver.
– Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
– Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with Class B limits in Subpart B of Part 15 of FCC Rules.

WARNING FOR THE ETHERNET BOARD EB-52 FX (INSTALLED)

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

* Use of shielded cable is required to comply with Class A limits in Subpart B of Part 15 of FCC Rules.

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Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

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WARNING FOR THE LASER CLASS® 3170MS

Facsimile Transceiver, Model H12168

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interferences,
and
(2) this device must accept any interference received, including interference that may cause undesired operation.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

– Reorient or relocate the receiving antenna.
– Increase the separation between the equipment and receiver.
– Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
– Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with Class B limits in Subpart B of Part 15 of FCC Rules.
Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Canon U.S.A. Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
TEL No.(516)328-5600

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WARNING FOR THE ETHERNET BOARD EB-52 FX (INSTALLED)

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

* Use of shielded cable is required to comply with Class A limits in Subpart B of Part 15 of FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

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Users in Canada

PRE-INSTALLATION REQUIREMENTS FOR CANON FACSIMILE EQUIPMENT

A. Location

Supply a suitable table, cabinet, or desk. See Appendix A: Specifications for details about unit's weight and dimensions.

B. Order Information

1. Provide only a single line or touch-tone or rotary telephone set terminated with a standard 4-pin modular phone plug. (Touch-tone is recommended if available in your area.)

2. Order an RJ11-C modular wall jack (USOC code), which should be installed by the phone company. If the RJ11-C wall jack is not present, telephone/fax operation is not possible.

3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or the equivalent. **Use one line per unit.**

   DDD (Direct Distance Dial) line

   -if not-

   IDDD (International Direct Distance dial) line if you communicate overseas

Canon recommends an individual line following industry standards such as the 2500 (touch tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX without Camp On signals is also permitted with a fax unit. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing, or send special codes which may cause a fax error.

C. Power Requirements

The power outlet should be a three-prong grounded receptacle (single or duplex). It should be independent from copiers, heaters, air conditioners or any electrical equipment that is thermostatically controlled. The rated value is 120 volts and 15 amperes. The RJ11-C modular jack should be relatively close to the power outlet to facilitate installation.

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NOTICE

The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications networks protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permitted to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single-line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent deterioration of service in some situations.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminal allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Number of all the devices does not exceed 5.

The REN of this equipment is 0.3.
Even if the dual-line option is installed, the REN is applicable to each port.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

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CAUTION

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

WARNING FOR THE ETHERNET BOARD EB-52 FX (INSTALLED)

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe A respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

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IMPORTANT SAFETY INFORMATION

1. Read these safety instructions and refer to them later if you have any questions.

2. Follow all warnings and instructions marked on the LASER CLASS® 3170 Series.

3. Place the LASER CLASS® 3170 Series on a level surface. To avoid serious damage from falling, never place the LASER CLASS® 3170 Series on an unstable cart, stand, or table.

4. Do not use the LASER CLASS® 3170 Series near water.

5. Slots and openings on the cabinet and on the back or bottom are provided for ventilation. To ensure reliable operation of the LASER CLASS® 3170 Series and to protect it from overheating, never block or cover these openings. Do not block the openings by placing the unit on a bed, sofa, rug, or other similar surface, or near a radiator or heat register. Do not place the LASER CLASS® 3170 Series in a closet or built-in installation unless proper ventilation is provided.

6. Operate the LASER CLASS® 3170 Series only from the type of power source indicated on the unit's label. If you are not sure of the type of power available, consult your dealer or local power company.

7. The LASER CLASS® 3170 Series is equipped with a 3-prong, grounding-type plug provided with a third (grounding) pin. This plug will only fit into a grounding-type outlet. This is a safety feature. If you are unable to insert the plug into your outlet, contact an electrician to replace your outlet. Do not defeat the safety purpose of the grounding-type plug by breaking off the third prong or using a 3-to-2 adapter.

8. Do not allow anything to rest on the power cord, and do not locate the LASER CLASS® 3170 Series where the cord will be walked on.

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9. If you use an extension cord with the LASER CLASS® 3170 Series, make sure that the total of the ampere ratings on the products plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure that the total ampere rating of all products plugged into the wall outlet does not exceed the current amperage of the circuit breaker.

10. Do not push objects of any kind into the slots or openings on the cabinet as they may touch dangerous voltage points or short out parts, which could result in a risk of fire or electric shock.

11. To avoid spillage in or around the LASER CLASS® 3170 Series do not eat or drink around the fax. If you spill liquid or if any substance falls into the unit, immediately unplug the LASER CLASS® 3170 Series and call your Authorized Canon Dealer immediately.

12. Unplug the LASER CLASS® 3170 Series from the wall outlet before cleaning.

13. Except as explained elsewhere in this manual, do not attempt to service the LASER CLASS® 3170 Series yourself. Opening and removing interior covers may expose you to dangerous voltage points or other risks. Refer all servicing to your local Authorized Canon Service Dealer.

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14. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:

    - ❏ When the power cord or plug is damaged or frayed.
    - ❏ If liquid has been spilled into the unit.
    - ❏ If the LASER CLASS® 3170 Series has been exposed to rain or water.
    - ❏ If the LASER CLASS® 3170 Series does not operate normally when you have followed the instructions in the User's Guide. Adjust only those controls that are covered by the operating instructions in the User's Guide. Improper adjustment of other controls may result in damage and may require extensive work by a qualified technician to restore the product to normal operation.
    - ❏ If the LASER CLASS® 3170 Series has been dropped or the cabinet has been damaged.
    - ❏ If the LASER CLASS® 3170 Series exhibits a distinct change in performance, indicating a need for service.

    You must register your fax number, your name or company name, and the date-and time in the LASER CLASS® 3170 Series before you use it. This is required by the FCC rules governing the use of fax equipment. (→3-12)

THE OPTIONAL HANDSET EMITS LOW LEVEL ELECTROMAGNETIC WAVES. IF YOU USE A CARDIAC PACEMAKER AND FEEL ABNORMALITIES, PLEASE MOVE AWAY FROM THIS PRODUCT AND CONSULT YOUR DOCTOR.

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Laser Safety

This fax complies with 21 CFR Chapter 1 Subchapter J as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the fax does not produce hazardous radiation.

Since radiation emitted inside the fax is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.

CDRH Regulations

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured from August 1, 1976. Compliance is mandatory for products marketed in the United States.

Caution

USE OF CONTROLS, ADJUSTMENTS, OR PERFORMANCE OF PROCEDURES OTHER THAN THOSE SPECIFIED IN THIS USER'S GUIDE MAY RESULT IN HAZARDOUS RADIATION EXPOSURE.

The label is attached to the laser scanner unit inside the fax and is not in a user access area.

DANGER - Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
CAUTION - INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO BEAM.
ATTENTION - RAYONNEMENT LASER INVISIBLE EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.
VORSICHT - UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
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PRECAUCION - RADIACION LASER INVISIBLE CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.
VARO! - AVATTAESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.
VARNING! - OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD. BETRAKTA EJ STRÅLEN.
ADVARSEL! - USYNLIG LASER STRÅLING, NÅR DENNE ER ÅBEN. UNDGÅ BESTRÅLING.
ADVARSEL - USYNLIG LASERSTRÅLING NÅR DEKSEL ÅPNES. UNNGÅ EKSPONERING FOR STRÅLEN.
注 意 - このカバーの内部では不可視レーザー光が放射されています。レーザー光にさらされないようにしてください。
RS5-8169

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Chapter 1
Welcome !

Thank you for purchasing the new Canon LASER CLASS® 3170 Series. This new facsimile unit with its features and options, and greater flexibility enabled by full support of ITU-T subaddress/password sending and receiving, will help you expand your work capacity and efficiency.

This Facsimile User's Guide shows you how to get the most out of your new facsimile unit. Whether you are sending a quick memo to the home office on the other side of town or automatically receiving from a branch overseas or across the country, this book shows you how to do it all quickly and easily.

Take a few minutes to browse through this User's Guide so you know what it contains. You do not have to read it all at once from cover to cover.

We have done our best to give you an accurate, easy-to-use User's Guide, but if you still have some questions about how to use your facsimile unit, feel free to contact your local authorized Canon dealer sales or service representatives. They will be glad to answer your questions.

Note

Model LASER CLASS® 3170 is used for illustration purposes in this manual. When there is any difference among three models, it is clearly indicated in the text, e.g., "LASER CLASS® 3170MS only."

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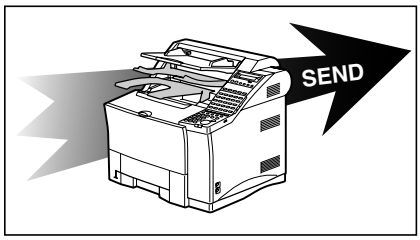
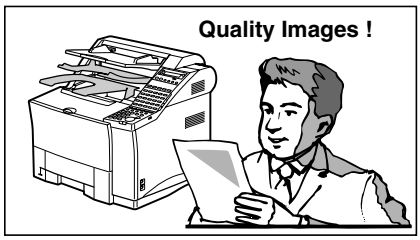
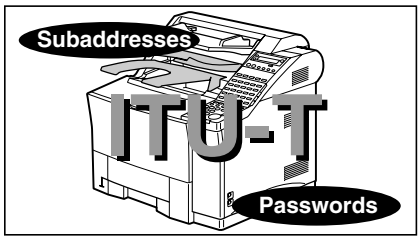
Main Features



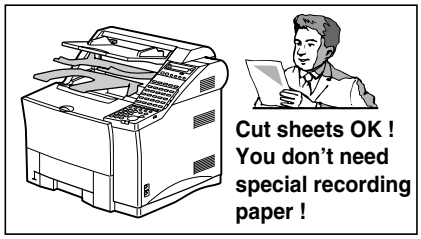
Improved speed
Your fax unit is equipped with the ITU-T standard V.34 mode which enables transmission speeds up to 33,600 bps, more than double the rate of older G3 fax models.



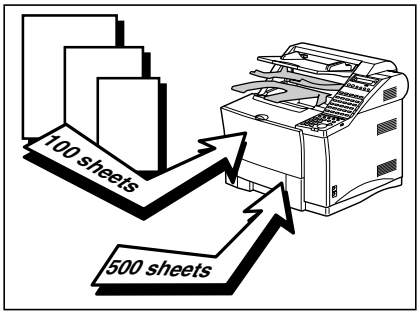
Ultra High Quality (UHQ) image
Canon's ultra-high quality image processing produces excellent reproductions in documents you send and copy.



Full support of ITU-T subaddresses and passwords
You can employ ITU-T subaddresses and passwords to communicate not only with other Canon faxes, but fax machines of other manufacturers as well.



Laser beam printer
Quiet, clean laser technology guarantees quality reproduction.



Large paper capacity
A large paper capacity means less time spent loading paper in the paper cassettes. The MP (Multi-Purpose) tray holds a stack of up to 100 sheets. Paper Cassette 1 holds 500 sheets, for a total of 600 sheets. Paper Cassette 2, available as an option for the LASER CLASS® 3170/3170MS and standard for the LASER CLASS® 3175, holds another 500 sheets for a total of 1100 sheets. All cassettes and the MP tray can be adjusted to fit a variety of standard paper sizes, and are easy to access and re-fill.

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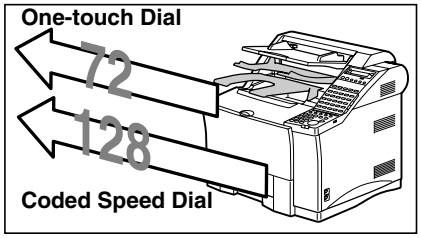
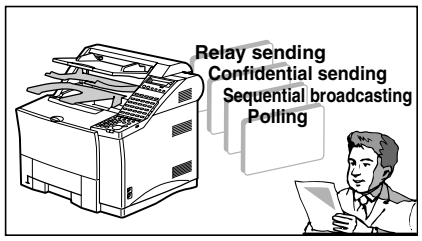
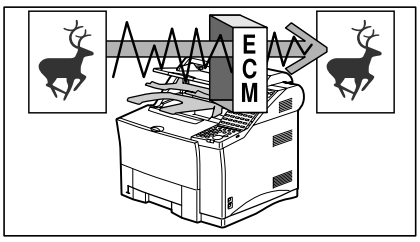


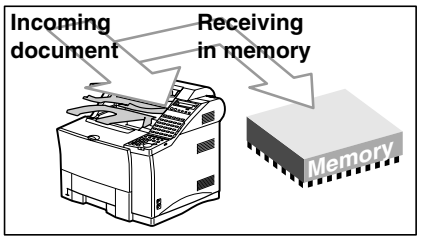
Automatic dialing
Includes One-touch and Coded Speed Dialing, Directory Dialing, as well as Group dialing which allows you to send the same document to several destinations at the touch of a button.



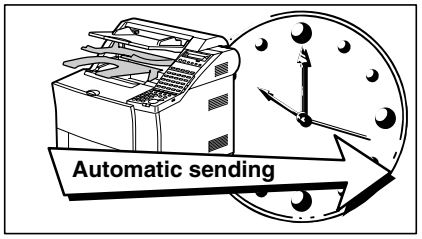
Variety of send and receive features
Includes multiple broadcasting, polling, relay sending and receiving, and confidential mailbox sending and receiving.



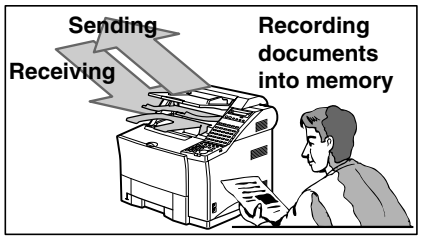
ECM send and receive
ECM (error correction mode) reduces errors during sending and receiving on noisy or poor quality telephone lines.



Receiving in memory when you run out of paper or toner
If you run out of paper or toner while you are receiving a document, the fax unit continues to receive by putting the remainder of the document in the fax memory so you can print it out after you refill the paper cassette or replace the toner cartridge. A memory backup function also safeguards the contents of the memory for approximately 12 hours after a power failure.



Delayed sending
Scan a document into the memory and set for sending at a later time so you can take advantage of holiday or late night telephone rates.



Dual access
Even while you are sending or receiving a document, you can continue to use the fax to register information with the fax or record documents into the memory.

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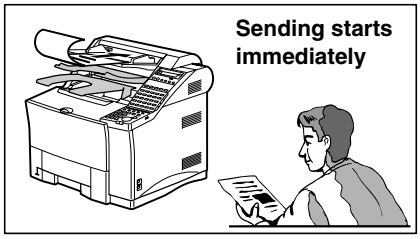
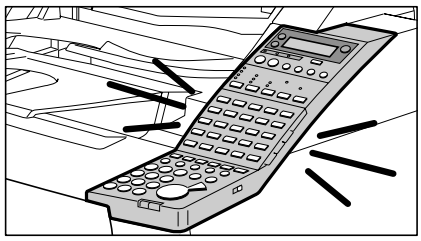
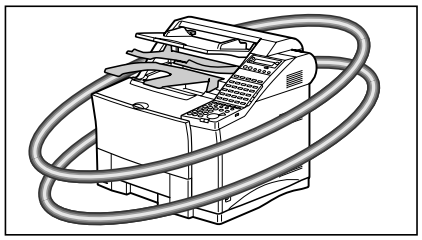


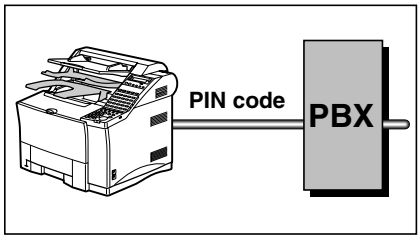
Quick-on-line TX
Before the fax is finished scanning a long document, it will start dialing and sending the pages that are already scanned. By the time the last page is scanned, the document transmission is well under way.



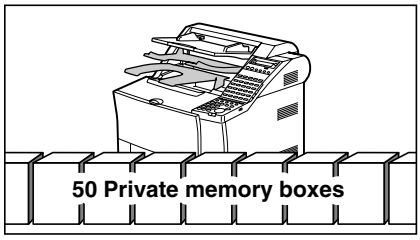
Easy to use
A larger display and operation panel with larger buttons makes the fax easier to use.



Economical and quiet
Canon's RAPID Fusing System™ realizes quiet operation while you save money. If the fax machine remains idle for a specified length of time, the fax machine automatically shuts itself down and enters the low energy sleep mode, and will remain in this low energy mode until the fax machine receives a document transmission or until you press the **Energy Saver** button.



Better security with PIN Codes
For PBXs (private branch exchanges) that require PIN (Personal Identification Number) codes to acquire an outside line, you can now turn on the PIN code feature with a user software switch included with the user data settings. For better security, the PIN codes are not displayed on the LCD display during dialing (only a "C" appears), and they do not appear in printed activity reports.



Expanded transaction features
You can create up to 50 private memory boxes and set them up to receive documents. If the other party's fax can use ITU-T subaddresses and passwords, you can set up and use memory boxes even if the other party's fax unit is not a Canon fax.

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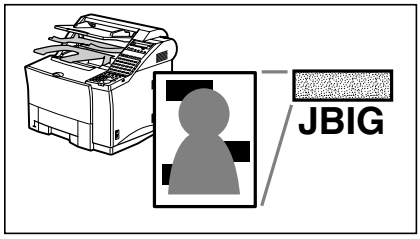


JBIG, Improved image data compression
JBIG is a new ITU-T standard image data compression method. JBIG's compression method allows data to be compressed more efficiently* than MMR, a conventional compression method. JBIG is especially effective when transmitting halftone image documents. Because the smaller data size requires less transmission time, JBIG saves you time and money.

*Actual compression ratio may vary with image.

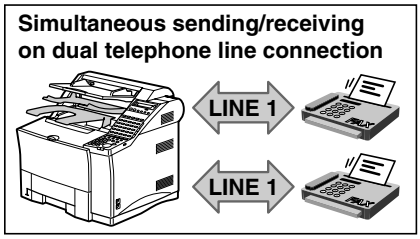
SUPER G3
HIGH-SPEED FACSIMILE

Super G3 is a phrase used to describe the new generation of fax machines that use ITU-T V.34 standard 33.6Kbps** modems. Super G3 High Speed Fax machines allow transmission time of approximately 3 seconds** per page which results in reduced telephone line charges.

** Approximately 3 seconds per page fax transmission time based on CCITT/ITU-T No.1 Chart, (JBIG, Standard Mode) at 33.6Kbps modem speed. The Public Switched Telephone Network (PSTN) currently supports 28.8Kbps modem speeds or lower, depending on telephone line conditions.

Options

For details about purchasing these options, contact your local authorized Canon dealer.



Dual-line Upgrade Kit II
After installation of the optional Dual-line Upgrade Kit II, you can connect two telephone lines to the fax unit. Either line can be used independently or simultaneously for separate transactions. For details contact your local authorized Canon dealer.

Fax Memory
4MB memory module is available to expand the fax memory capacity of the LASER CLASS® 3170 Series. For details, see Appendix A-2.

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Printer Board I
This option enables your LASER CLASS® 3170/3175 to operate as a printer. Printer Board I is a standard feature for LASER CLASS® 3170MS.

Document Distribution System*
This option enables your LASER CLASS® 3170 Series to operate as a shared fax and network scanner in your network environment. However, please note that this option and the Dual-line Upgrade Kit II cannot be installed on the same fax unit.

Printer Options
The Canon Envelope Feeder, the Duplex Unit, the Canon Adobe® PostScript® 3™ Module I and the Ethernet Board EB-52 FX are available as printer options for the LASER CLASS® 3170MS, and for the LASER CLASS® 3170/3175 with Printer Board I installed. Also, 4MB, 8MB, and 16 MB RAM DIMM modules are available to expand the printer memory capacity for the LASER CLASS® 3170 Series. For details on these options, refer to the Printer User's Guide.

Customer Support

Your Canon LASER CLASS® 3170 Series is designed with the latest technology to provide trouble-free operation. The warranty card provided with this facsimile machine describes Canon's limited warranty for its products. Be sure to read this warranty information.

If you encounter a problem, try to solve it by referring to the information in Chapter 15 *Maintenance & Frequently Asked Questions*. If you cannot solve the problem, or if you think your Canon LASER CLASS® 3170 Series needs servicing, contact your local authorized Canon dealer.

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Chapter 2
Setting Up

This chapter shows you how to set up the fax unit.

Even if your fax unit has been set up for you, take a few minutes to glance through this chapter to become familiar with how to use this User's Guide. You may also want to check the fax installation to confirm that it has been done correctly.

❏ How to Use This Guide 2-3
❏ Where to Set Up the Fax 2-4
❏ Space Around the Fax 2-6
❏ Power Requirements 2-7
❏ General Precautions 2-8
❏ Moving the Fax Unit 2-10
❏ Unpacking: Have You Got Everything? 2-11
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- Removing the Shipping Tapes 2-19
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❏ Assembling the Fax 2-23
- Installing the Toner Cartridge 2-23
- Attaching the Document Output Tray and the Upper Output Tray 2-26
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• Turning on and off USE MP TRAY and Setting the Paper Size in the USE MP TRAY Menu 2-48
❑ Selecting Paper Delivery 2-50
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❑ Using the Optional Dual-Line 2-54
• Connecting Two Telephone Lines 2-54
• How the Two Telephone Lines Operate 2-56
• Registering the Telephone Numbers for the Lines 2-57

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How to Use This Guide

Before you use this guide, read this list of symbols, terms, and abbreviations, and make sure you know what they mean. A complete glossary of terms is included at the end of this User's Guide.

(→2-12)	A number preceded by an arrow and enclosed in parentheses references a page number in this User's Guide which contains more information about the topic of the previous sentence.
default	A factory setting that remains in effect unless you change it.
document	A document is the original sheet(s) of paper you send, receive, or copy on the facsimile.
menu	A menu is a list of options or features from which you select an item to set up or change. A menu has a number and title which appear in the two-line display.
search buttons	The search buttons (▲▼) change the LCD display. Press ▼ to display the next item or choice in a menu, or press ▲ to display the previous item or choice.
transaction number	When you send or receive a document, your fax automatically assigns the document a unique transaction number. A transaction number is a four-digit decimal number that will help you keep track of documents you send and receive.
TX/RX NO.	On the LCD display, **TX/RX NO**. is the abbreviation used for *transaction number.*
RX	Denotes *receiving*.
TX	Denotes *transmitting* or *sending*.

A note describes helpful hints, restrictions, or how to avoid difficulties.

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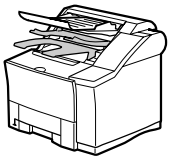
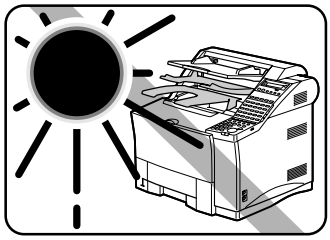
Caution

CAUTIONS SHOW YOU HOW TO AVOID CONDITIONS OR INCORRECT OPERATIONS THAT COULD CAUSE DAMAGE TO YOUR HARDWARE OR SOFTWARE OR CAUSE PERSONAL INJURY.

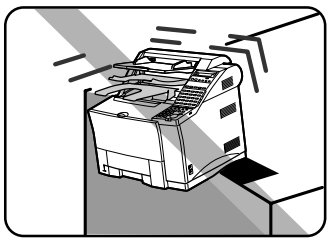


This icon denotes feeding a document.

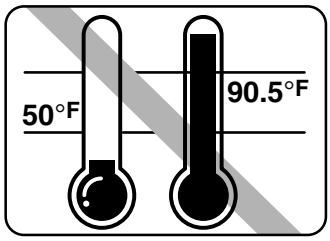
Where to Set Up the Fax



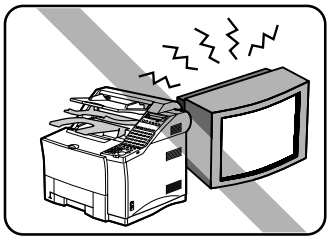
❑ Avoid direct sunlight. If you have to place the fax near a window, install heavy curtains or blinds to protect the fax from direct sunlight.



❑ Choose a flat, stable surface free of vibration.



❑ Avoid a location subject to extreme temperature fluctuation. Use in a location within a temperature range of 50°F to 90.5°F (10°C to 32.5°C).



❑ Do not set up the fax near a television, radio, or heavy equipment like copy machines, air conditioners, computers, or large printers that can generate strong electromagnetic fields. Large equipment can generate electronic noise that can interfere with the operation of the fax.

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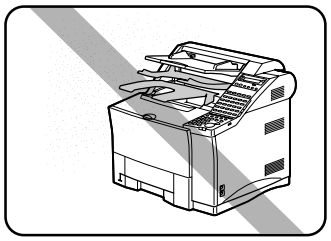
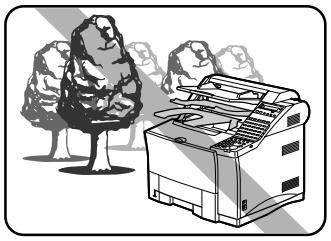
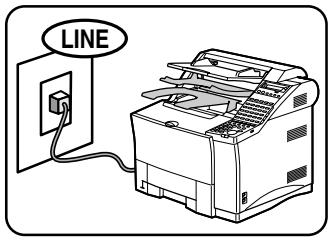


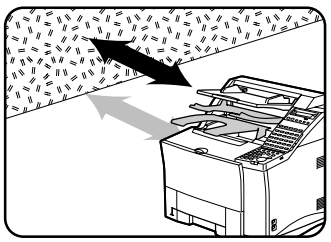
❑ Choose a location that is clean and free from dust and moisture.



❑ Do not use or store the fax outdoors.



❑ Place the fax unit near a telephone line. You must have an RJ11-C wall jack installed. If you need assistance, contact your authorized Canon dealer or service representative, or your local telephone company.



❑ To avoid damage to the fax unit from overheating, do not block the exhaust vent. Install the fax unit approximately 4 in. (10 cm) away from walls or other equipment.

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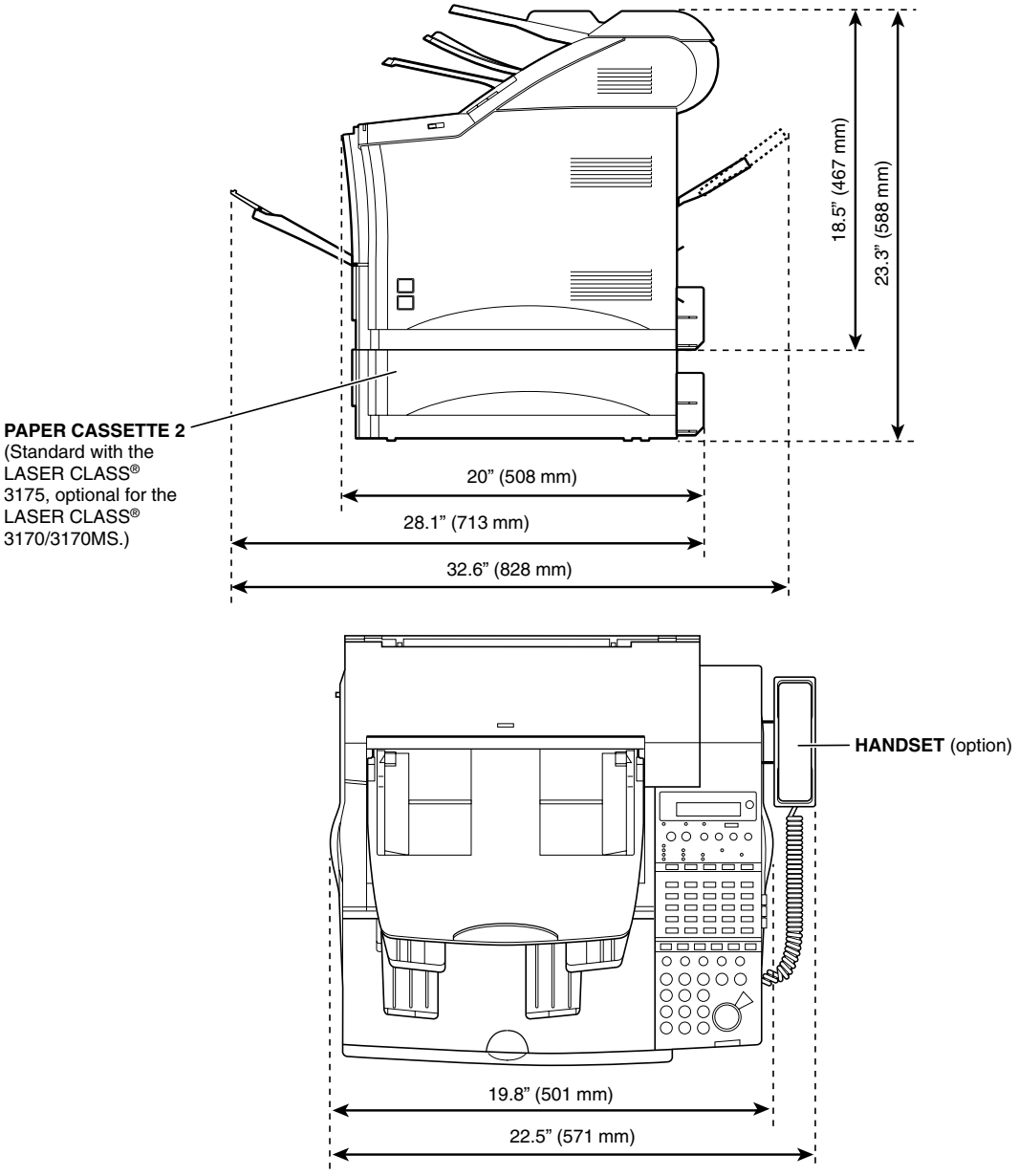
Space Around the Fax

To ensure proper ventilation and easy operation, set up the fax in an area that meets the minimum requirements for clearance as illustrated below.

Caution

TO AVOID DAMAGE TO THE FAX UNIT FROM OVERHEATING, DO NOT BLOCK THE EXHAUST VENT. INSTALL THE FAX UNIT APPROXIMATELY 4 IN. (10CM) AWAY FROM WALLS OR OTHER EQUIPMENT.



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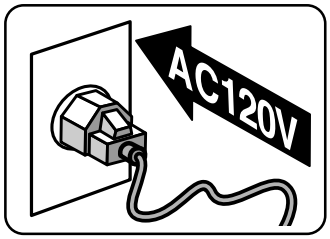
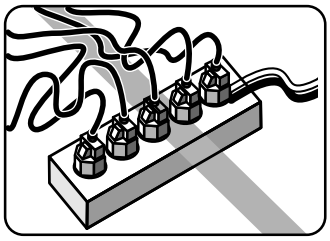
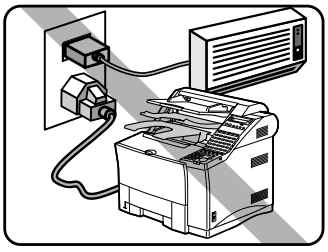
Power Requirements



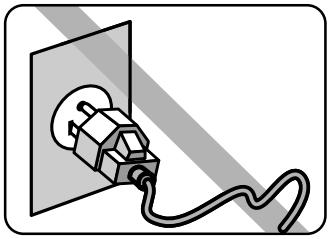
❏ Place the fax near a standard 120 V AC power outlet. This fax unit is intended for domestic use. Do not attempt to use it outside the country where you purchased it.



❏ Do not plug the power cord into an extension cord connector or power strip shared with other plugs.



❏ Do not plug the fax into a power outlet shared with an air conditioner, personal computer, electric typewriter, copier, or other equipment that generates electrical noise.



❏ Check the plug frequently and make sure that it is firmly plugged into the socket.

❏ Do not plug the power cord into an uninterruptable power supply (UPS).

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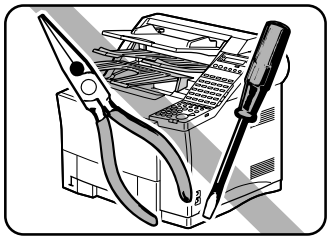
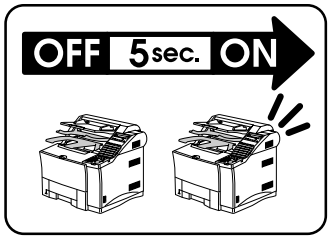
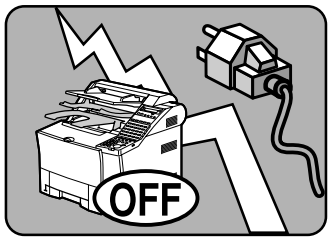
General Precautions



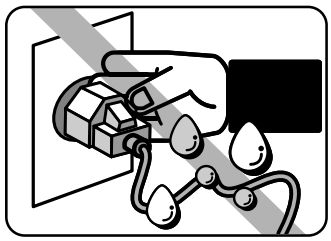
❏ **TO AVOID SERIOUS INJURY, NEVER DISASSEMBLE THE FAX. EXPOSED POWER POINTS INSIDE THE FAX CAN CAUSE ELECTRICAL SHOCK IF YOU TOUCH THEM.**



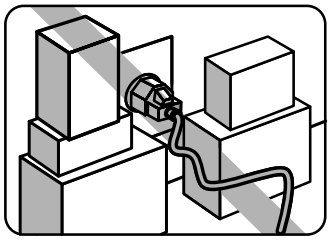
❏ After you unplug the fax unit, always wait at least 5 seconds before you plug it in again. Always unplug before you move the fax.



❏ During electrical storms, disconnect the plug from the power outlet. The fax can hold documents in the memory for up to 12 hours.



❏ Before you attach or remove the plug from the power outlet, make sure your hands are dry.



❏ Do not stack boxes or furniture around the power outlet. Keep the area open so you can reach the outlet quickly. If you notice anything unusual (smoke, strange odors, noises) around the fax, turn the fax off immediately and unplug it. Call for service.

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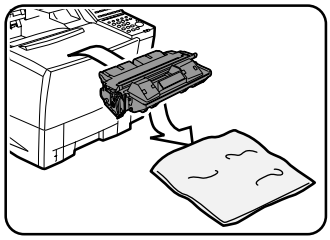
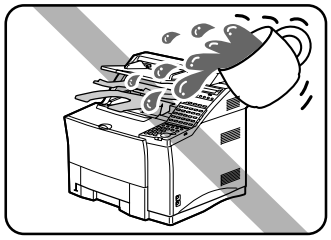
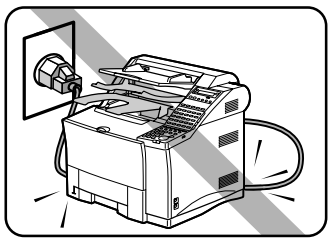


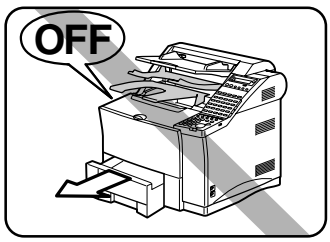
❑ Before you transport the fax, remove the cartridge. To protect the cartridge from bright light, cover it with its original protective bag or a cloth.



❑ Keep liquids, cleaners, and other solvents away from the fax unit. Keep metal pins, paper clips, staples and other objects away from the fax. If something falls into the fax unit, remove the plug from the power outlet, and call for service.



❑ Do not set the fax unit, other equipment, or furniture on the power cord. Never knot the power cord or wrap it around another object.



❑ To avoid paper jams, never unplug the power cord, open the printer cover or remove a paper cassette during printing.

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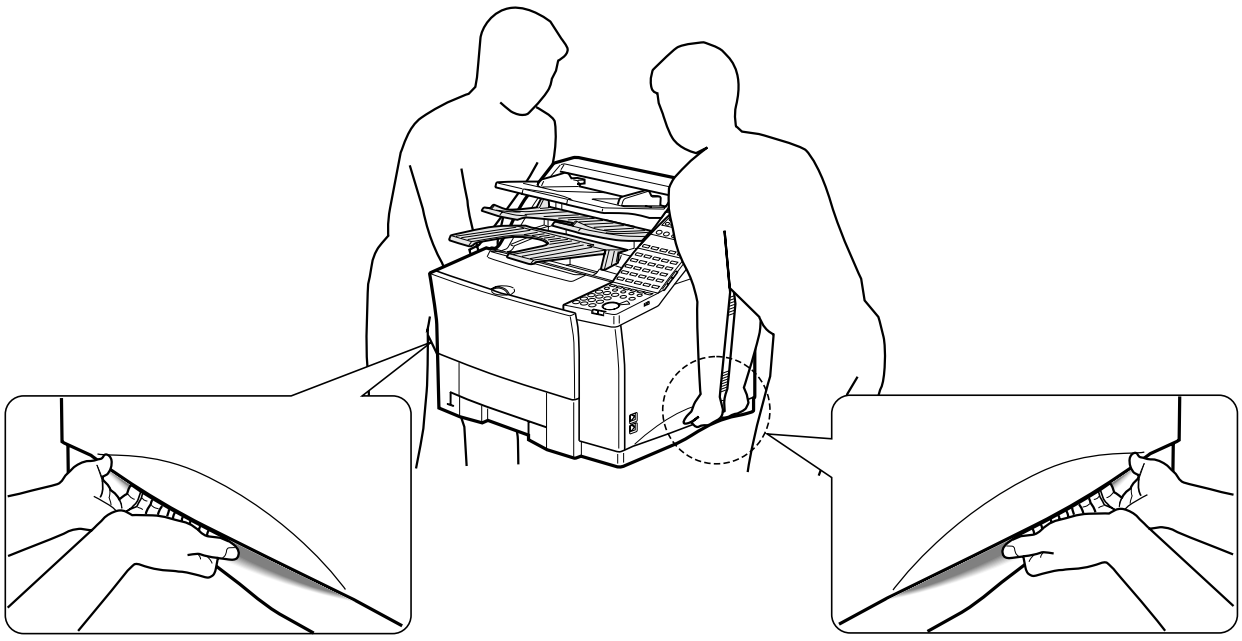
Moving the Fax Unit

The fax unit is heavy. Be sure to follow these general guidelines when lifting the fax to move it or to install Paper Cassette 2, etc.

- ❏ Moving the fax unit requires two people.
- ❏ When you lift the fax, hold it by the handles on the right and left sides. Never try to lift the fax by gripping paper cassettes by the front and back sides.
- ❏ Grip firmly the handles by the parts close to the back of the fax unit as shown in the figure below, because the fax unit is heavier at the back.
- ❏ When you lift the fax, be sure not to tilt it forward because the paper cassette may slide out of the fax unit.
- ❏ Be sure to remove Paper Cassette 2, if installed, before moving the fax and lift them separately.



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Unpacking: Have You Got Everything?

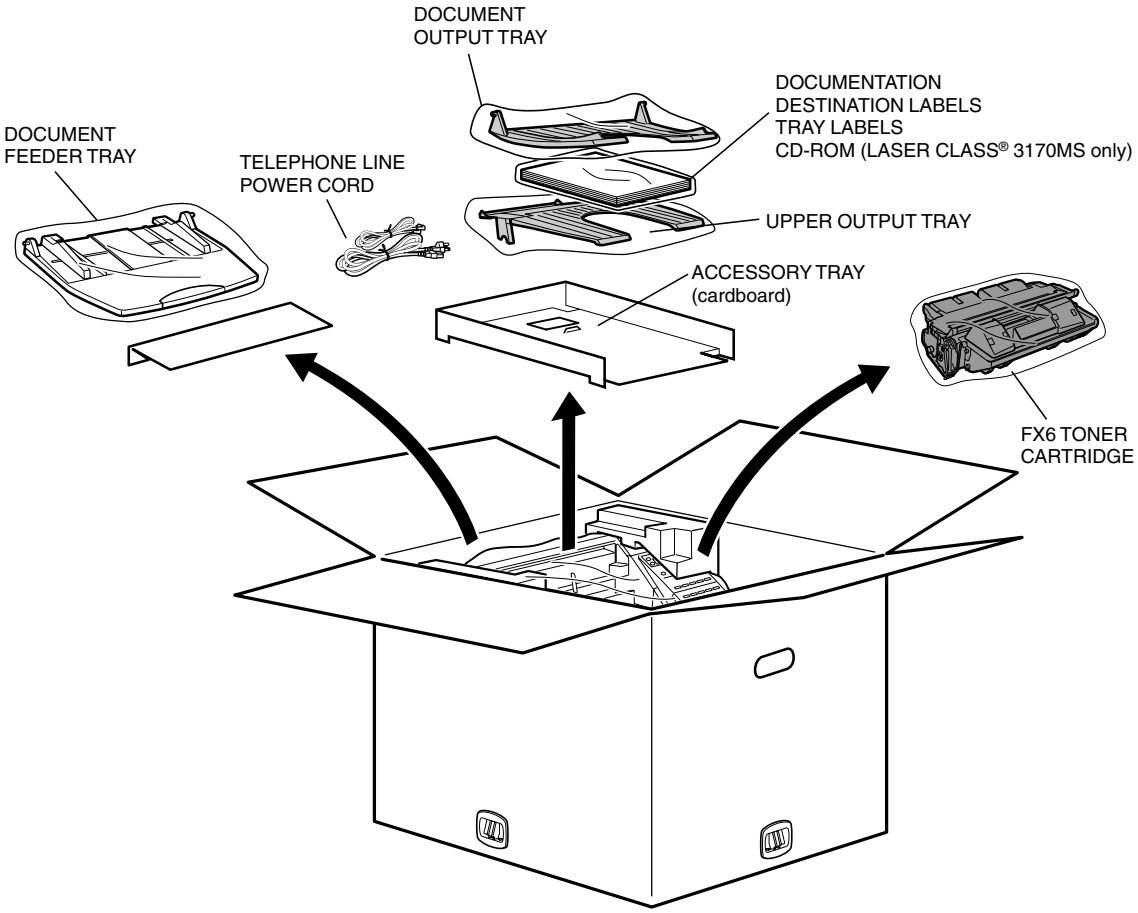
As you unpack the fax, save the carton and packing material in case you want to move or ship the fax unit in the future. Ask someone to help you remove all items from the box.

Caution

LIFTING THE FAX UNIT REQUIRES TWO PEOPLE. TO REMOVE THE FAX UNIT FROM THE CARTON BOX, FOLLOW THE GENERAL GUIDELINES AND ILLUSTRATION ON PAGE 2-10.

1. Remove the adhesive tapes on the top of the carton box.

2. Take out the document feeder tray, the accessory tray with the document output tray, documentation, the upper output tray, power cord and telephone line, and the FX6 Toner Cartridge in its protective bag.



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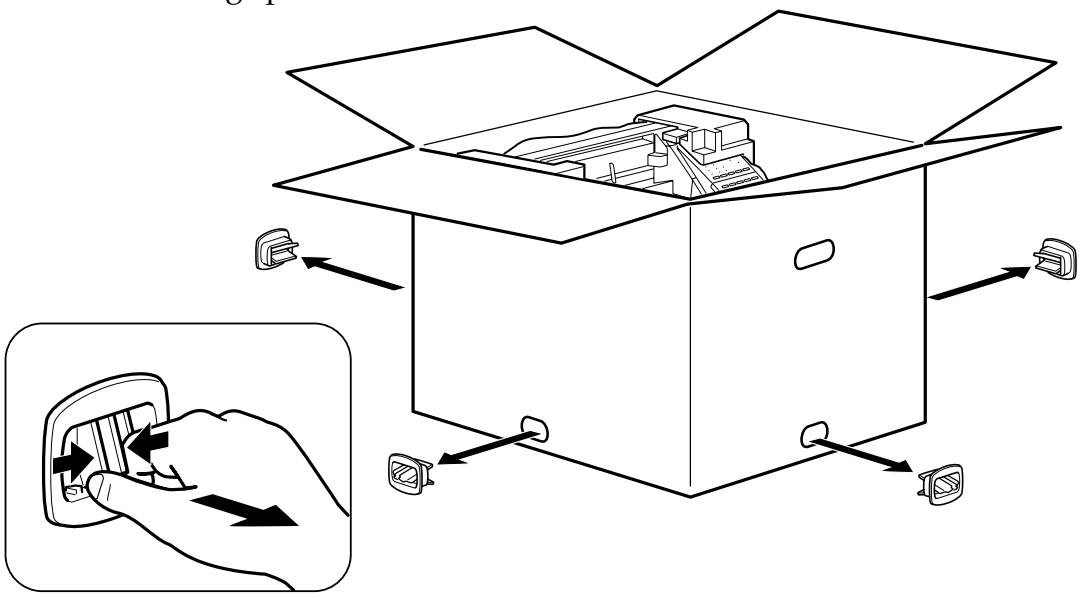
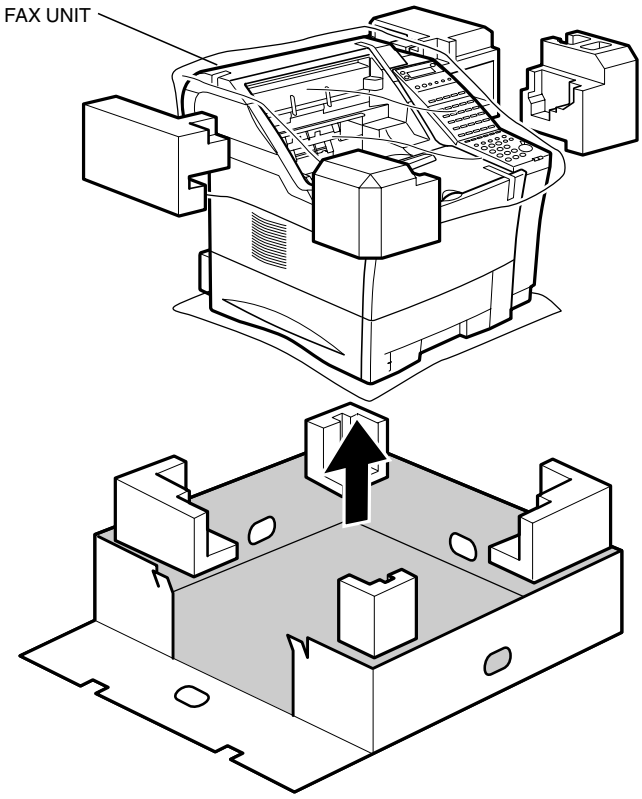
3. Remove the four stoppers on the side of the box by squeezing the center grip.



4. Lift and remove the upper carton. Remove the four styrene foam blocks positioned on top of the fax unit. Then lift the fax unit by gripping the handles on the right and left sides. (→2-10)



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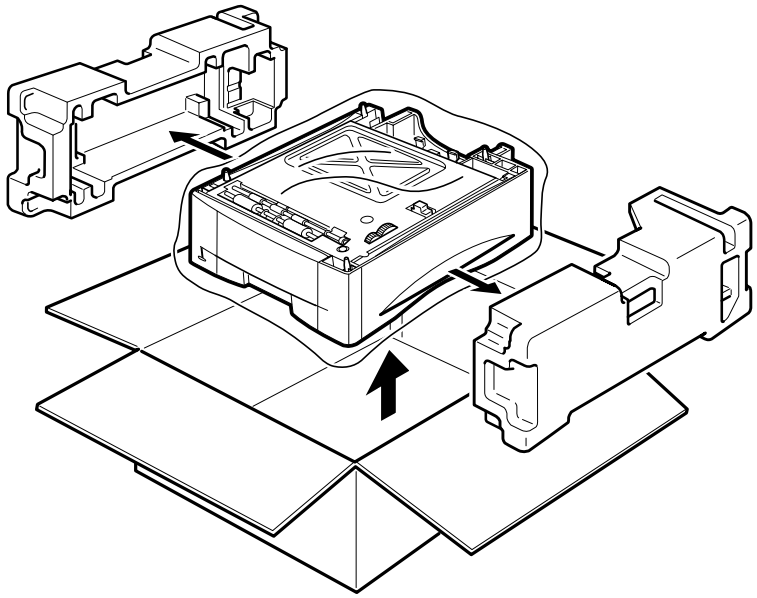
5. Take out Paper Cassette 2 from its carton box.



Note

Paper Cassette 2 is optional for the LASER CLASS® 3170/3170MS.

For the LASER CLASS® 3170 Series

Check each item against this list as you remove it from the box.

- ❏ 1 Fax machine
- ❏ 1 Document feeder tray
- ❏ 1 Document output tray
- ❏ 1 Upper output tray
- ❏ 1 Paper Cassette 1 (letter-, legal-, A4-size, 500-sheet capacity)
- ❏ 1 Power cord
- ❏ 1 Telephone line
- ❏ 2 Sheets of destination labels
- ❏ 1 Sheet of tray labels
- ❏ 1 Facsimile User's Guide
- ❏ 1 Warranty registration
- ❏ 1 Limited warranty note
- ❏ 1 Installation completion card
- ❏ 1 FX6 Toner Cartridge

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For the LASER CLASS® 3175 Only

- ❏ 1 Paper Cassette 2 (letter-, legal-, A4-, executive-, B5-size, 500-sheet capacity)

For the LASER CLASS® 3170MS Only

- ❏ 1 Printer User's Guide
- ❏ 1 CD-ROM (Printer driver)
- ❏ 1 Sheet of End User Licence Agreement (PCL Board)

LASER CLASS® 3170/3170MS

LASER CLASS® 3175
Paper Cassette 2 is a standard feature for the LASER CLASS® 3175 and optional for the LASER CLASS® 3170/3170MS.

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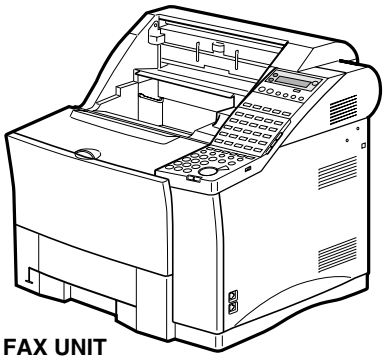
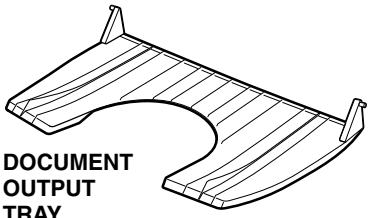
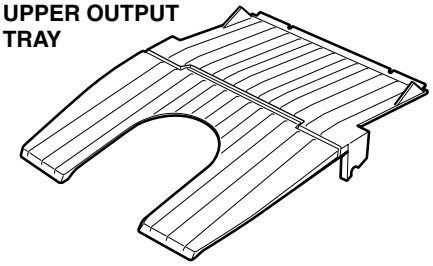
For the LASER CLASS® 3170 Series



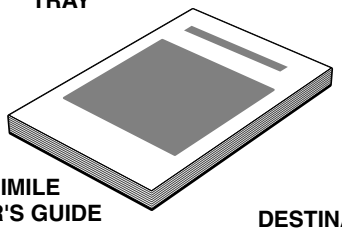
FAX UNIT
(with Paper Cassette 1 installed)



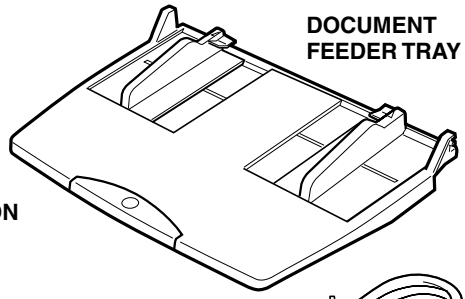
DOCUMENT
OUTPUT
TRAY



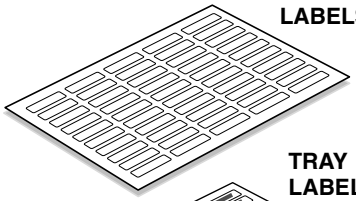
UPPER OUTPUT
TRAY



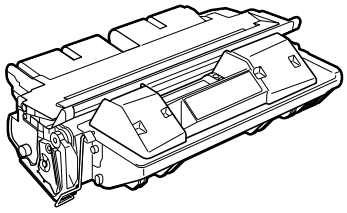
FACSIMILE
USER'S GUIDE



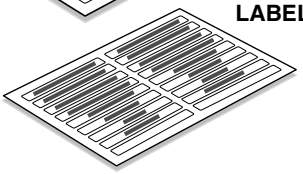
DOCUMENT
FEEDER TRAY



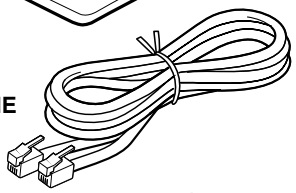
DESTINATION
LABELS × 2



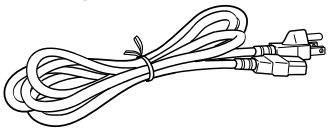
FX6 TONER CARTRIDGE



TRAY
LABELS × 1

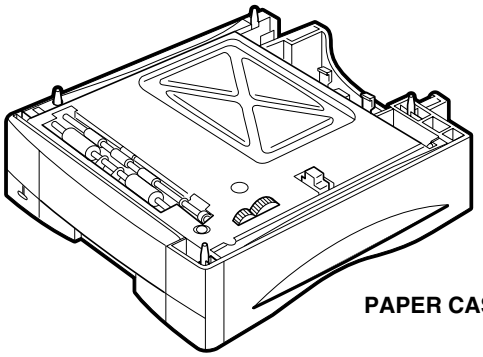


TELEPHONE
LINE



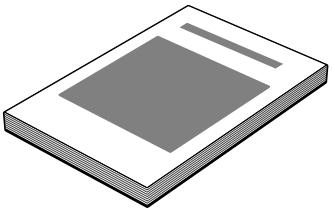
POWER
CORD

For the LASER CLASS® 3175 Only

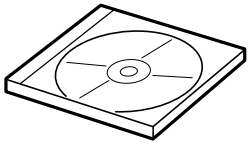


PAPER CASSETTE 2

For the LASER CLASS® 3170MS Only



PRINTER USER'S GUIDE



CD-ROM (Printer driver)

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Options Available

For the LASER CLASS® 3170 Series

- ❏ HANDSET KIT L7
- ❏ G3 FAX OPTION MEMORY VII (4 MB)
- ❏ Verification Stamp Unit 1
- ❏ Dual-line Upgrade Kit II

For the LASER CLASS® 3170/3170MS

- ❏ Paper Cassette 2 (PF-52) (letter-, legal-, A4-, executive-, B5-size, 500-sheet capacity)

For the LASER CLASS® 3170/3175

- ❏ Printer Board I

For the LASER CLASS® 3170MS, or the LASER CLASS® 3170/3175 with Printer Board I installed

(These are printer options. For details, refer to the Printer User's Guide.)

- ❏ RAM DIMM Module (4 MB)
- ❏ RAM DIMM Module (8 MB)
- ❏ RAM DIMM Module (16 MB)
- ❏ Ethernet Board EB-52 FX
- ❏ Adobe® PostScript® 3™ Module I
- ❏ Envelope Feeder EF-52
- ❏ Duplex Unit DU-52
- ❏ Document Distribution System

Supply

- ❏ Canon FX6 Toner Cartridge

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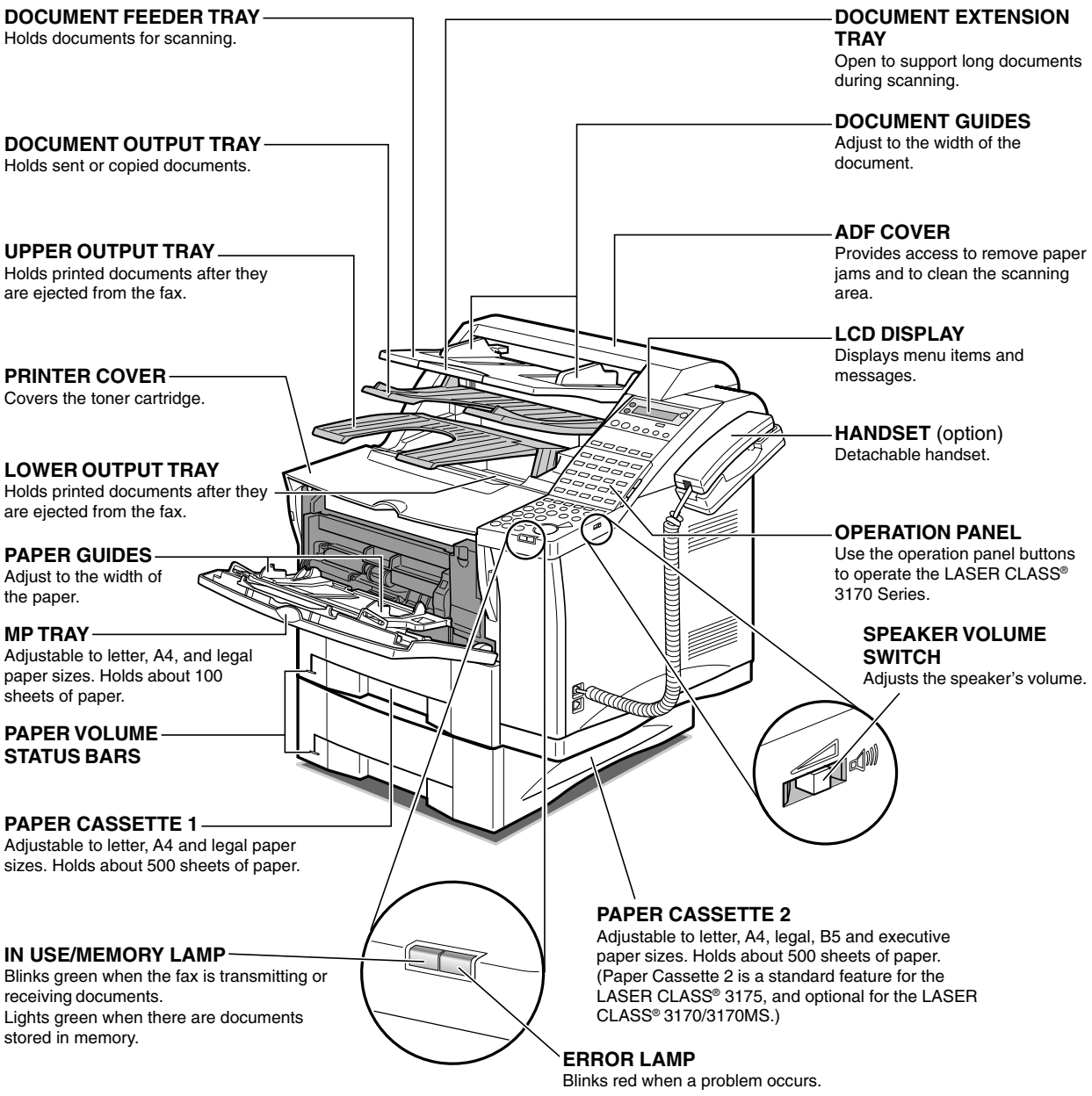
Parts of the Fax

Take a few moments to look over the fax and become familiar with its parts. (The illustrations below are those of the LASER CLASS 3170 with the following options installed: handset kit, Dual-line Upgrade Kit, Printer Board, and Paper Cassette 2.)

Front View


DOCUMENT FEEDER TRAY
Holds documents for scanning.
DOCUMENT EXTENSION TRAY
Open to support long documents during scanning.
DOCUMENT GUIDES
Adjust to the width of the document.
DOCUMENT OUTPUT TRAY
Holds sent or copied documents.
ADF COVER
Provides access to remove paper jams and to clean the scanning area.
UPPER OUTPUT TRAY
Holds printed documents after they are ejected from the fax.
LCD DISPLAY
Displays menu items and messages.
PRINTER COVER
Covers the toner cartridge.
HANDSET (option)
Detachable handset.
LOWER OUTPUT TRAY
Holds printed documents after they are ejected from the fax.
OPERATION PANEL
Use the operation panel buttons to operate the LASER CLASS® 3170 Series.
PAPER GUIDES
Adjust to the width of the paper.
SPEAKER VOLUME SWITCH
Adjusts the speaker's volume.
MP TRAY
Adjustable to letter, A4, and legal paper sizes. Holds about 100 sheets of paper.
PAPER VOLUME STATUS BARS
PAPER CASSETTE 1
Adjustable to letter, A4 and legal paper sizes. Holds about 500 sheets of paper.
PAPER CASSETTE 2
Adjustable to letter, A4, legal, B5 and executive paper sizes. Holds about 500 sheets of paper. (Paper Cassette 2 is a standard feature for the LASER CLASS® 3175, and optional for the LASER CLASS® 3170/3170MS.)
IN USE/MEMORY LAMP
Blinks green when the fax is transmitting or receiving documents.
Lights green when there are documents stored in memory.
ERROR LAMP
Blinks red when a problem occurs.

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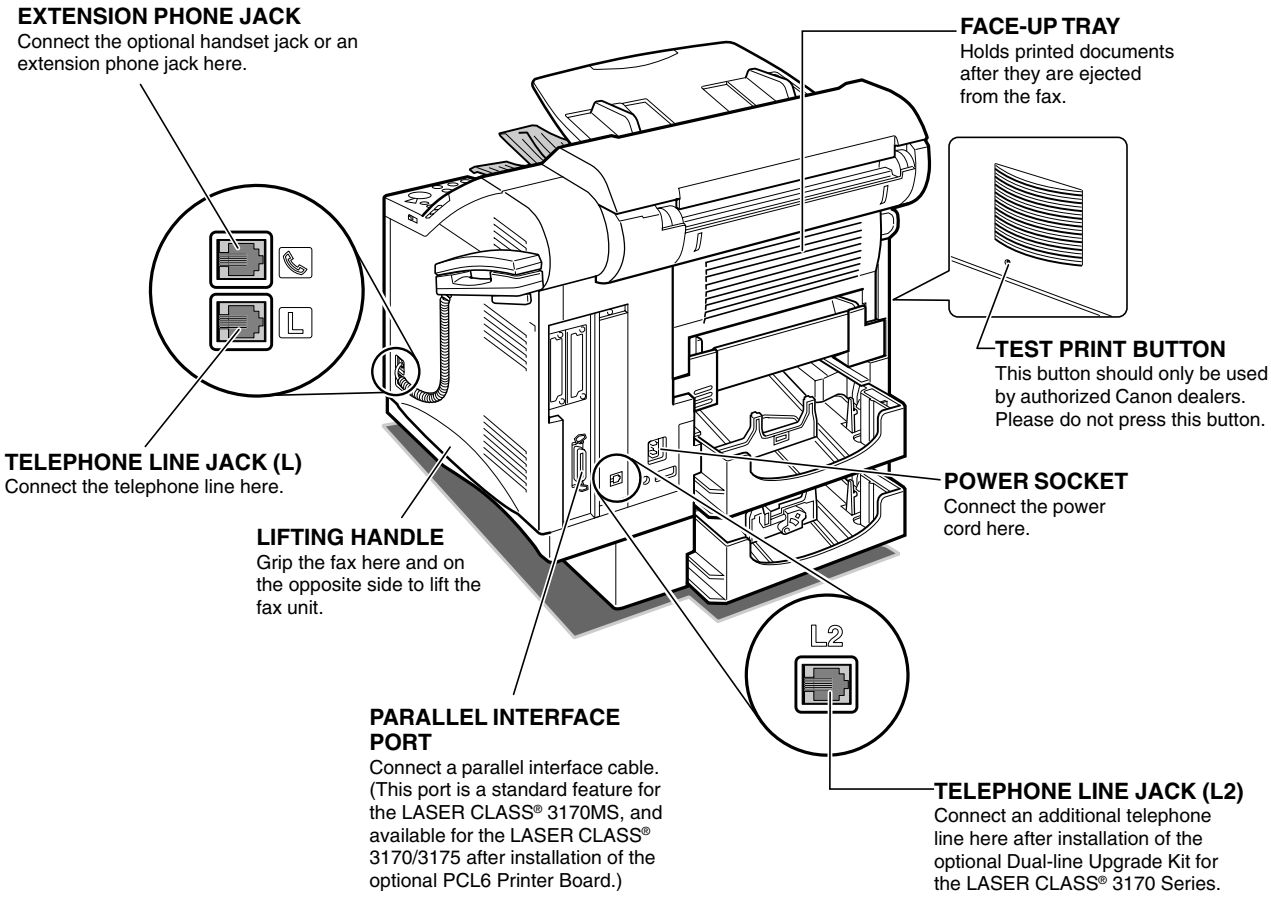
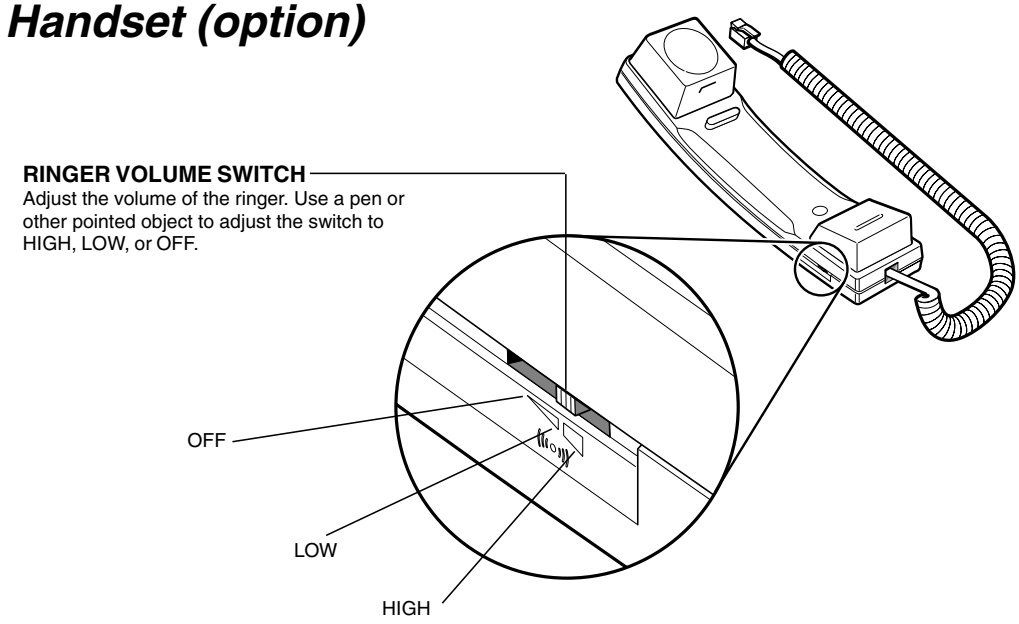
Rear View


EXTENSION PHONE JACK
Connect the optional handset jack or an extension phone jack here.
FACE-UP TRAY
Holds printed documents after they are ejected from the fax.
TEST PRINT BUTTON
This button should only be used by authorized Canon dealers. Please do not press this button.
TELEPHONE LINE JACK (L)
Connect the telephone line here.
POWER SOCKET
Connect the power cord here.
LIFTING HANDLE
Grip the fax here and on the opposite side to lift the fax unit.
PARALLEL INTERFACE PORT
Connect a parallel interface cable. (This port is a standard feature for the LASER CLASS® 3170MS, and available for the LASER CLASS® 3170/3175 after installation of the optional PCL6 Printer Board.)
TELEPHONE LINE JACK (L2)
Connect an additional telephone line here after installation of the optional Dual-line Upgrade Kit for the LASER CLASS® 3170 Series.
L
L2

Handset (option)


RINGER VOLUME SWITCH
Adjust the volume of the ringer. Use a pen or other pointed object to adjust the switch to HIGH, LOW, or OFF.
OFF
LOW
HIGH

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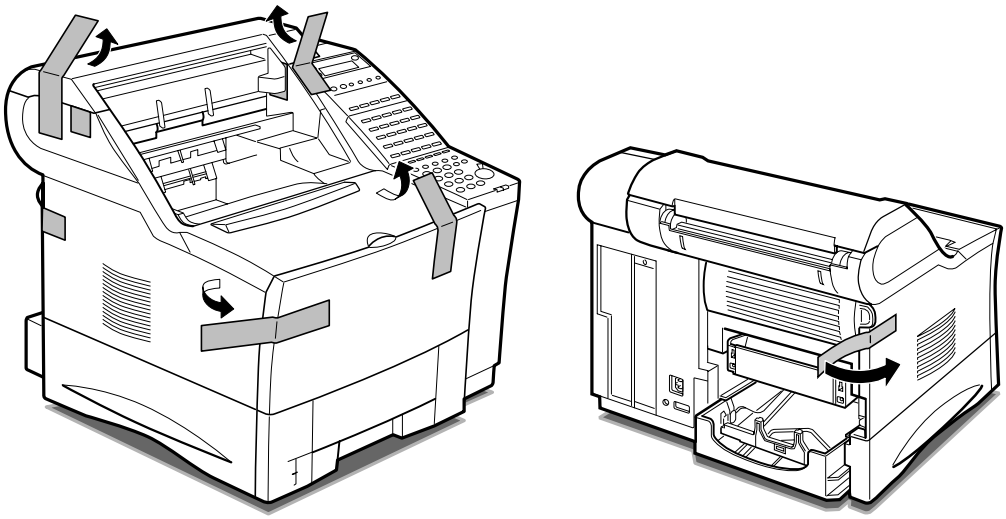
Removing the Shipping Material

All shipping materials must be removed. Shipping materials are attached inside the fax unit and inside the paper cassette to protect delicate parts from vibration during shipping.

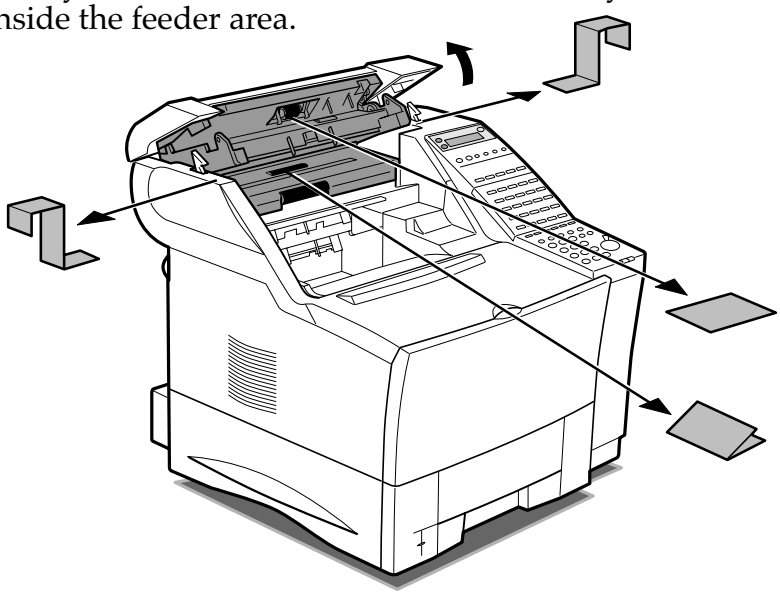
Removing the Shipping Tapes

Remove all the shipping tapes from the unit.



Removing the Packing Materials Inside the Fax Unit

1. Gently lift the ADF cover and remove the styrene foam sheet from inside the feeder area.



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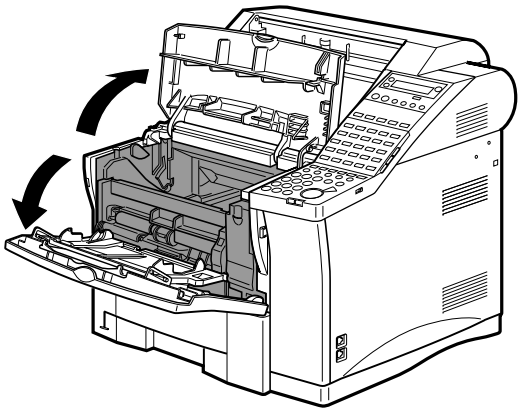
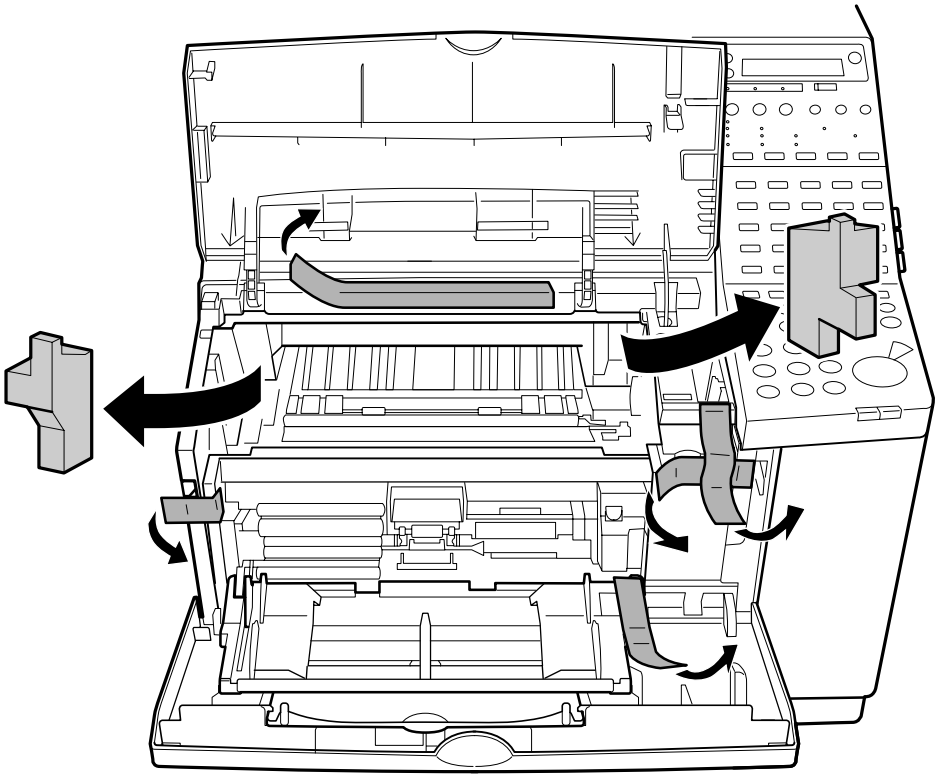
2. Close the ADF cover.

3. Open the printer cover and the MP tray.



4. Remove the tapes and packing materials.



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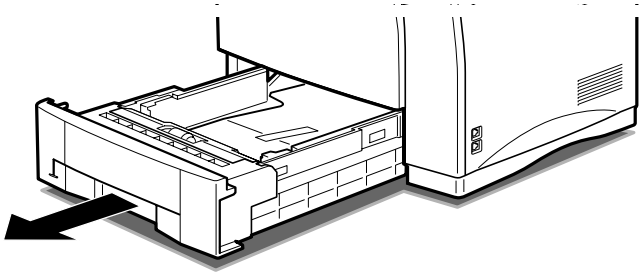
5. Close the printer cover and the MP tray.

Note

- Save all the packing materials. You may want to insert them again if you have to transport the fax unit.
- When removing the packing materials from inside the printer area, be careful not to touch the transfer charging roller. Otherwise, the print quality may deteriorate.

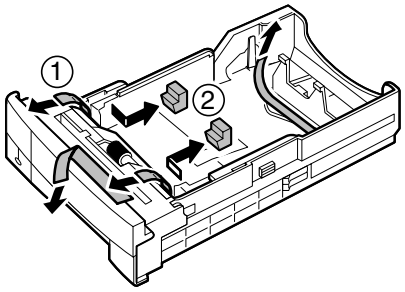
Removing the Packing Materials from Paper Cassette 1

1. Pull out the Paper Cassette 1 and remove it from the fax unit.



2. Set Paper Cassette 1 down on a flat, stable surface.

3. If tapes are attached to the paper cassette, remove them. Then remove the white spacers under the paper guide clips by first pressing down on the bottom metal plate with one hand and then sliding the white spacers inwards with the other hand.



4. Insert Paper Cassette 1 in the fax unit. (→ 2-37)

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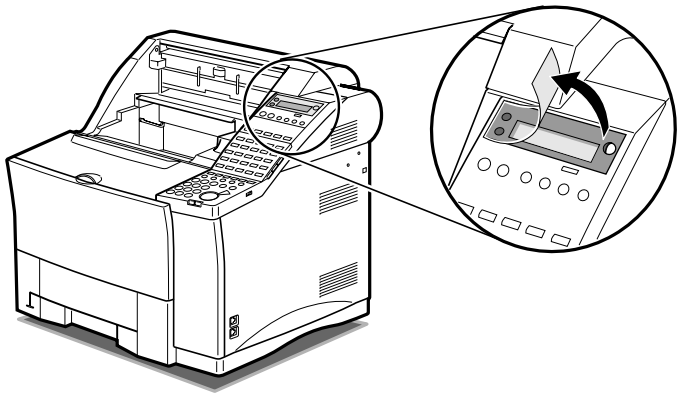
Removing the Protective Plastic Sheet

The LCD on the operation panel is covered with a plastic sheet to protect it during shipping. This protective material should be removed before you use the fax unit.



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Assembling the Fax

Follow the instructions in this section to assemble the fax and prepare it for full operation.

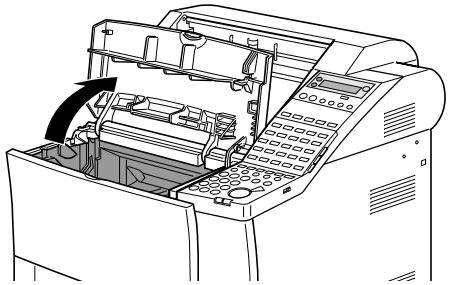
Installing the Toner Cartridge

Install only a Canon FX6 Toner Cartridge in your fax machine.

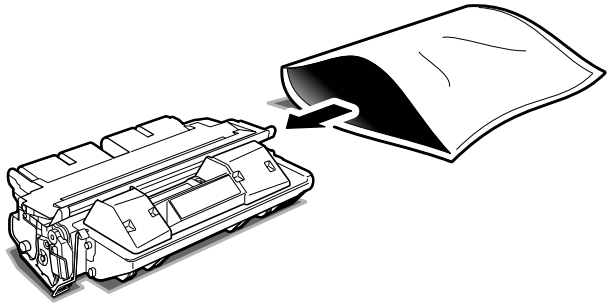
Caution

INSTALLING ANY OTHER TYPE OF CARTRIDGE IN THIS FAX UNIT COULD DAMAGE THE FAX UNIT AND VOID YOUR WARRANTY. LEAVE THE TONER CARTRIDGE IN ITS PROTECTIVE BAG UNTIL YOU ARE READY TO INSTALL THE CARTRIDGE. HANDLE THE TONER CARTRIDGE CAREFULLY. (→15-22)

1. Open the printer cover.



2. Remove the toner cartridge from its protective bag.



Save the protective bag. You can use it later to cover the cartridge if you have to remove it from the fax machine.

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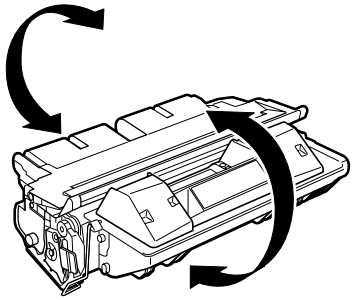
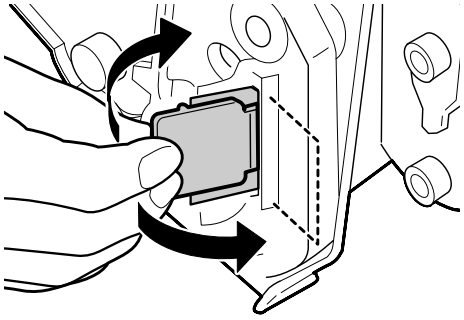
Note

Save the protective bag and all other shipping material. You will need this material later when you dispose of the cartridge after it has run out of toner. (→15-18)

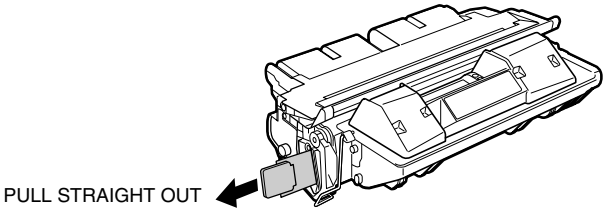
3. Hold the cartridge by the ends and rock it gently five or six times to distribute the toner evenly inside the cartridge.



4. Place the new cartridge on a stable, flat, clean surface, and snap the tab to detach it from the cartridge.



5. As you steady the cartridge with one hand, remove the seal by gently pulling the plastic tab with your other hand. Use a firm, even pull to avoid breaking the seal.



Note

- Do not pull the tab upwards or downwards; the tape may break.
- If the tab breaks off from the tape, pull the tape out by pulling on the end of the tape where the tab was originally attached.
- Wash off any toner from your hands or clothing immediately with cold water.

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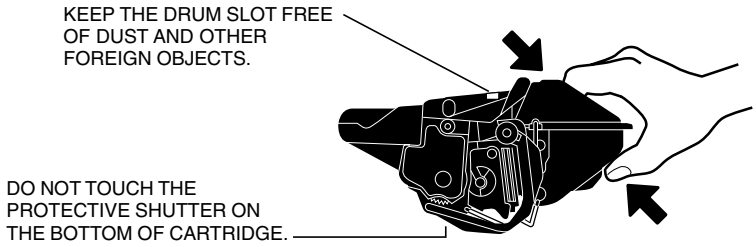
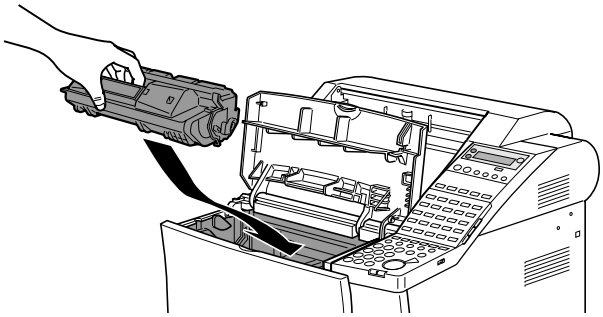
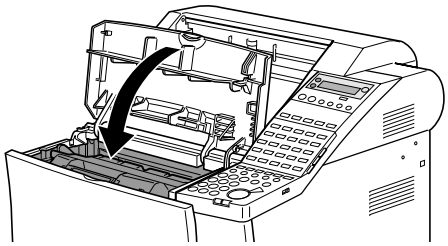
6. To avoid pinching your fingers between the toner cartridge and fax unit, grip the cartridge as shown below.



7. Load the cartridge in the direction indicated by the arrow. Gently slide the cartridge into the printer area until it is down inside the fax unit and level.



8. Shut the printer cover.



❑ The fax unit will not operate if the printer cover is not closed completely.

CHECK PRINTER COVER

If you see the message above and the Error lamp blinks red when the fax unit is plugged in (→2-41), open the cover again and make sure the toner cartridge is level. Then shut the printer cover again.

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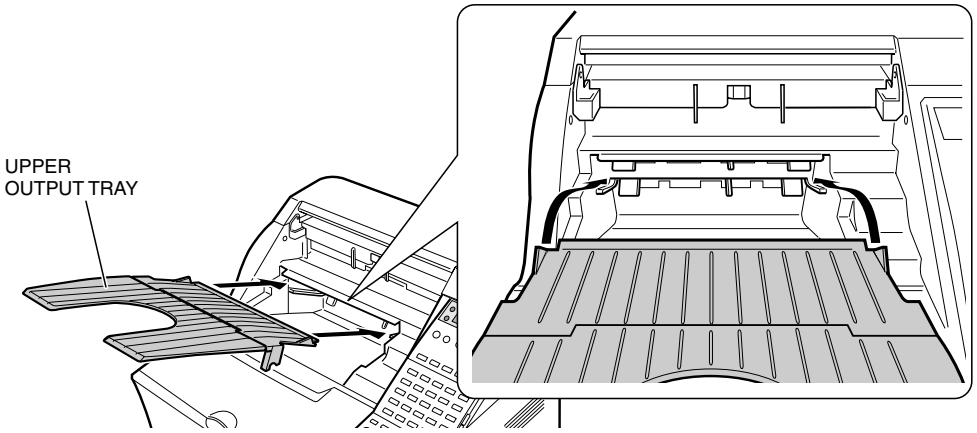
Attaching the Document Output Tray and the Upper Output Tray

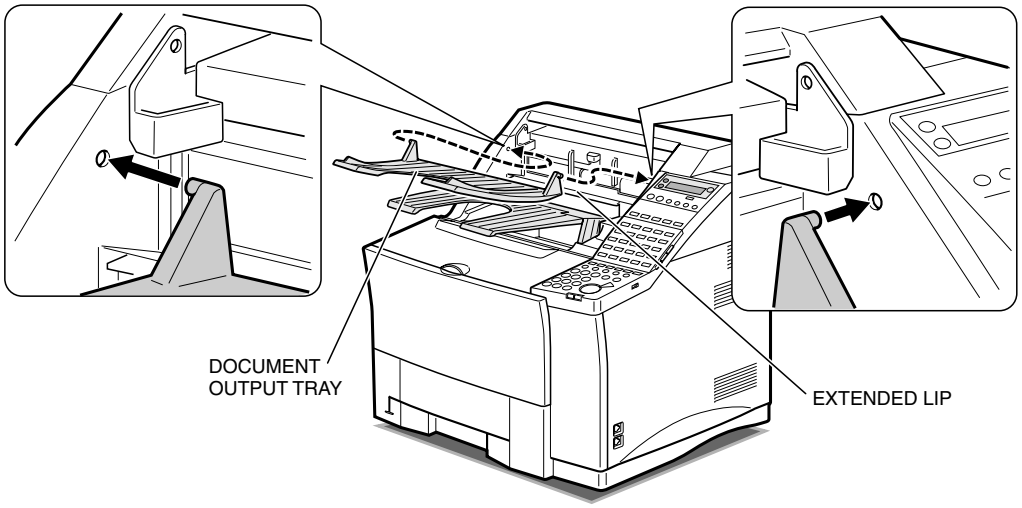
1. Attach the upper output tray to the front of the fax unit.
   Slide the end of the upper output tray down into the fax unit at an incline, lifting the end nearest you.



Note

- Do not use the fax without first attaching the upper output tray correctly. A paper jam may occur.
- When removing the upper output tray, lift the end nearest you slightly and pull the tray forward.

2. Attach the document output tray to the front of the fax unit, just above the upper output tray.



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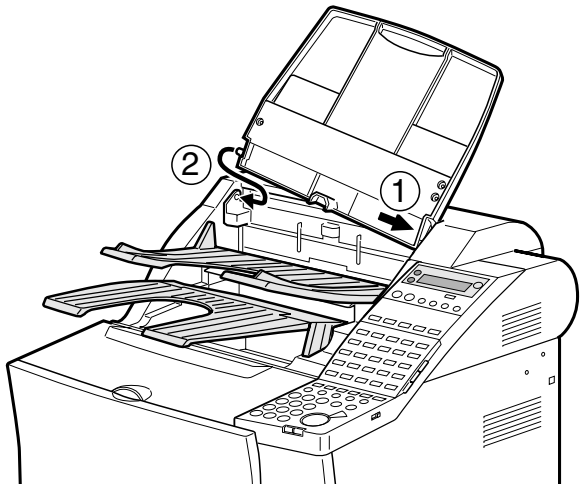
Note

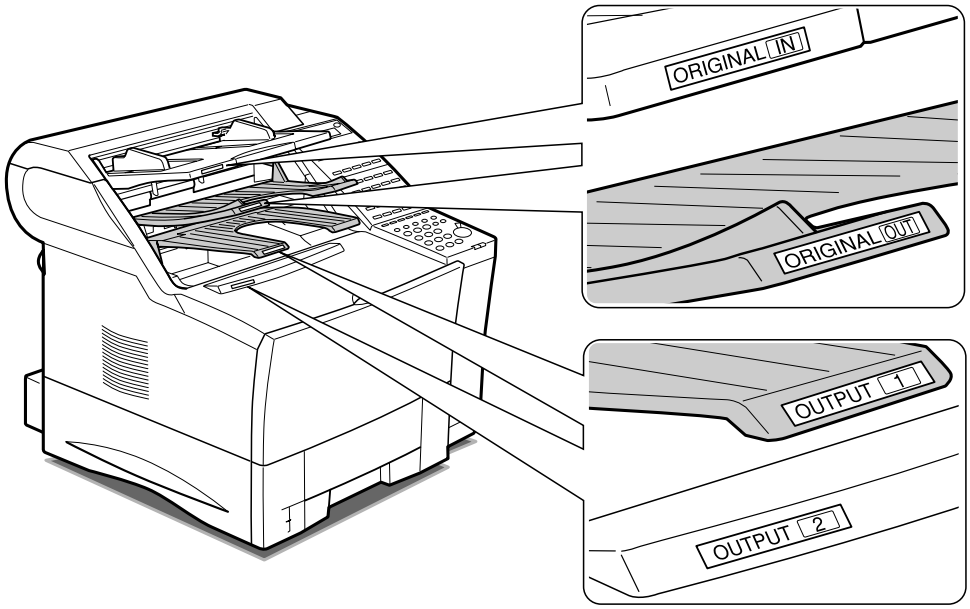
Make sure the knobs on each side of the tray fit into the holes on the side of the fax unit. Back of the tray sits on top of the extended lip of the fax unit.

Attaching the Document Feeder Tray

Slide one side in position first and then the other side.



❏ Attach the supplied tray labels as shown in the illustration below. We also recommend attaching the tray labels onto the upper and lower output trays according to the settings you make on the SELECT OUTPT TRAY menu to classify the outputs. (→2-52) You can use the blank labels to meet your specific needs.



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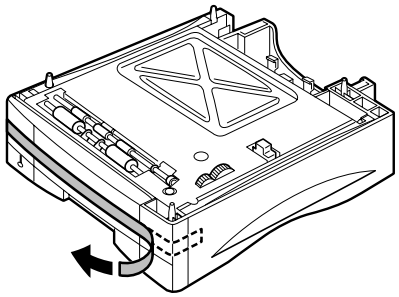
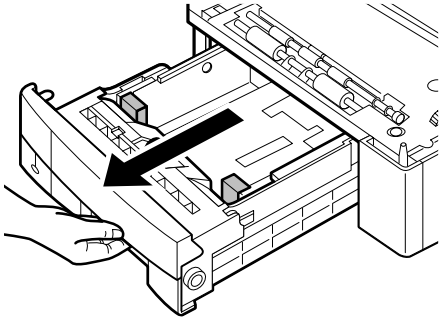
Installing Paper Cassette 2 (For the LASER CLASS® 3175 Only)

Paper Cassette 2 is standard for the LASER CLASS® 3175, and optional for the LASER CLASS® 3170/3170MS.

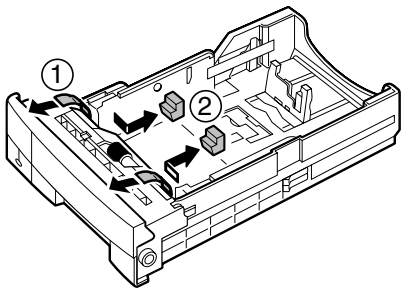
1. Remove the tape at the front of Paper Cassette 2.



2. Pull out the paper cassette.



3. If tapes are attached to the paper cassette, remove them. Then remove the spacers under the paper guide clips by first pressing down on the bottom metal plate with one hand and then sliding the white spacers inwards with the other hand.



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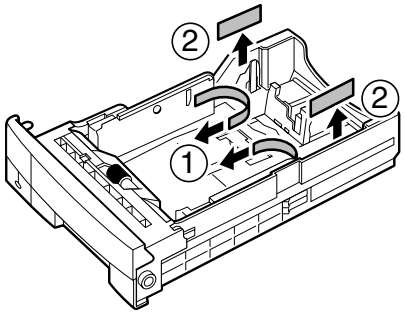
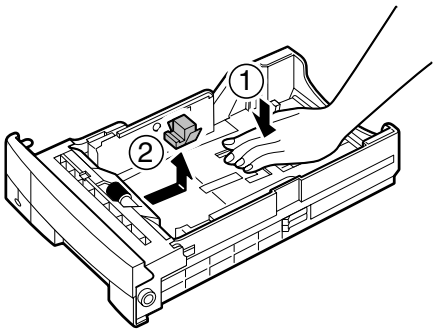
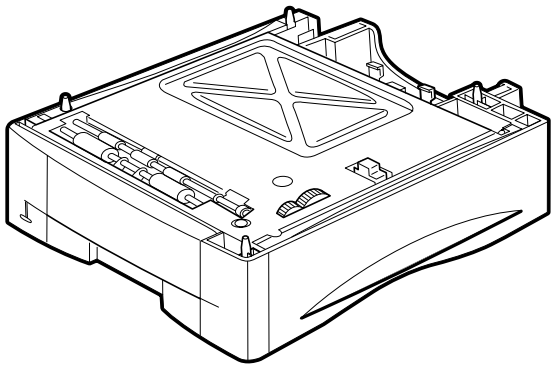
4. Remove the tapes and packings at the rear of the paper cassette.



5. If a spacer is attached, remove it from the paper cassette while pressing the bottom plate.



6. Replace the cassette into Paper Cassette 2 and place it in the location you wish to use the fax after the cassette has been installed.



Note

You will need to move the fax unit if you want to use it in the same location it now occupies.

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7. Lift up the fax unit and hold it over Paper Cassette 2.

Caution

LIFTING THE FAX UNIT REQUIRES TWO PEOPLE. TO MOUNT THE FAX UNIT ONTO PAPER CASSETTE 2, FOLLOW THE GENERAL GUIDELINES AND ILLUSTRATION ON PAGE 2-10.

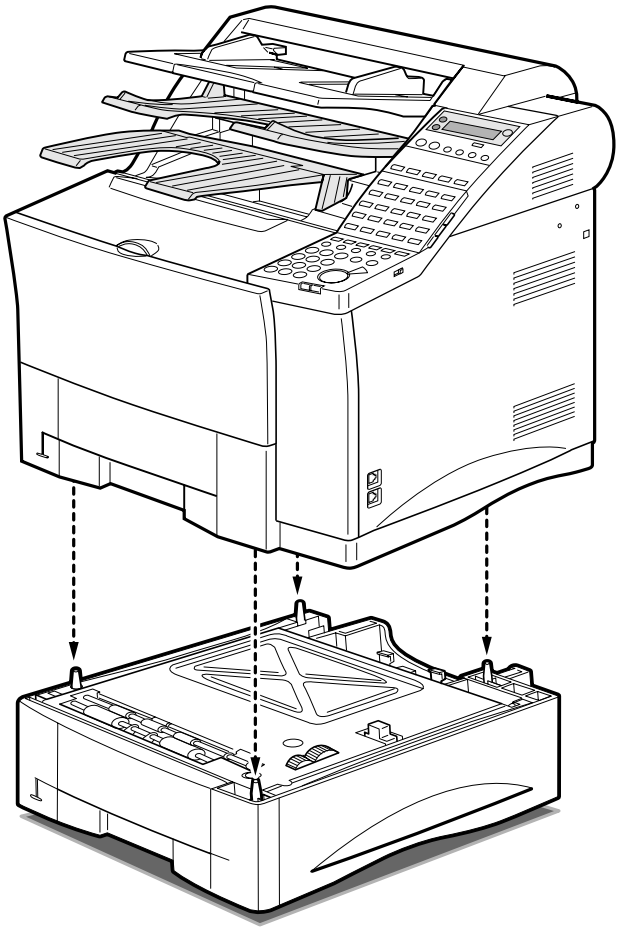
ALWAYS LIFT THE FAX UNIT BY THE LIFTING HANDLES AT THE BOTTOM, TO AVOID TRAPPING YOUR FINGERS BETWEEN THE FAX UNIT AND PAPER CASSETTE 2.

WHENEVER YOU MOVE THE FAX, BE SURE TO LIFT THE FAX UNIT AND PAPER CASSETTE 2 SEPARATELY. DO NOT TRY TO LIFT THEM TOGETHER.

Note

If the fax unit is heavy to lift, remove Paper Cassette 1 and toner cartridge before placing it on Paper Cassette 2.

8. Make sure the front of the fax unit is facing the same direction as the front of Paper Cassette 2. Slowly lower the fax unit onto the four positioning poles on the corners of Paper Cassette 2.



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Loading Paper in Paper Cassettes 1 and 2

Before you load paper, follow these general guidelines:

❏ The paper cassettes can be adjusted to hold various sizes of paper. Paper Cassette 1 holds letter-, legal- or A4-size paper, and Paper Cassette 2 holds letter-, legal-, A4-, executive- or B5-size paper.

Note

You can load executive- or B5-size paper in Paper Cassette 2 only when you use it for the printer function. When you use it as a paper supply for fax, you can load letter-, legal- or A4-size paper only.

❏ For high-quality printings, we recommend using Canon standard 17-24 lb.(64-90g/m^2) weight paper.

❏ Use of print media not meeting the paper's requirements may cause severe paper jams or result in excessive mechanical wear of the fax.

❏ Do not use the following paper in the paper cassettes:
- Moist paper
- Paper that is wavy, curled or damaged
- Folded, clipped or stapled paper
- Paper containing materials that melt, vaporize, offset, discolor or emit dangerous fumes at a temperature of 374°F (190°C) or higher

❏ To avoid paper curling, do not open paper packs until you are ready to load the paper in the fax unit. Store unused paper from opened packs in a cool, dry location.

❏ Let the paper run out before you refill the paper cassettes. Avoid mixing new paper with paper remaining in the paper cassettes.

Note

- Do not load different sizes of paper in the paper cassettes at the same time.
- If a printed page comes out of the fax all curled up, you can correct the problem by turning over the paper stack in the paper cassettes so that the bottom sheet in the stack is now at the top.
- If the leading edge of the paper is curled, straighten it out as much as possible before loading it into the paper cassettes.
- Do not set the paper-size guides so tight that the paper stack bends.
- Do not set the paper-size guides so loose that the paper stack is not evenly aligned.
- Do not set the paper-size guides so loose that there is room between the guides and the paper.

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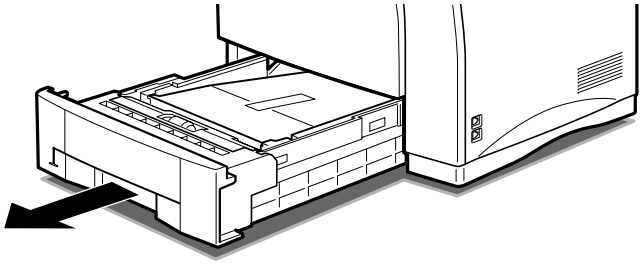
1. Pull out the paper cassettes from the fax unit.



2. Check if the selectors inside the paper cassettes are set for the size of the paper you are loading.

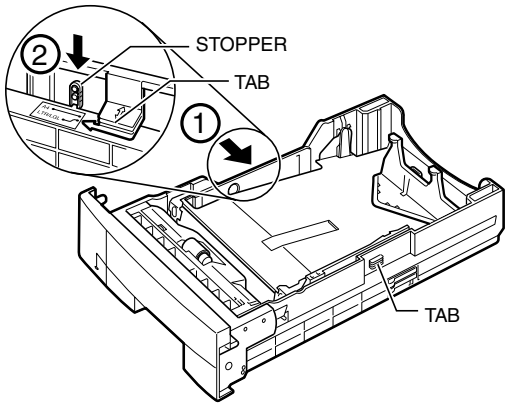
   If the setting is correct, go on to step 3.

   -if not-

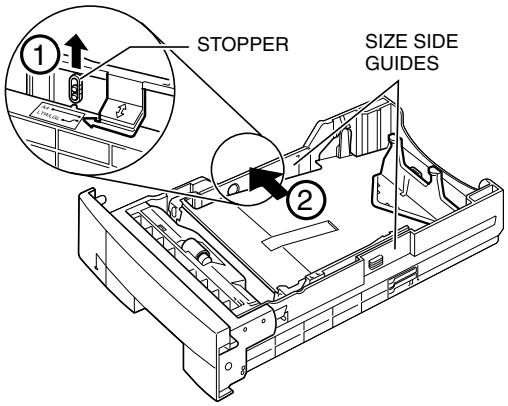
   Set the paper cassettes to fit the sizes of the paper you are loading.

   To change the paper size for Paper Cassette 1

   Adjust the paper size side guides in the following way:



WHEN YOU SET TO A4 SIZE.



WHEN YOU SET TO LETTER OR LEGAL SIZE.

   ❑ To select A4 size, push the tabs jutting out from the edge of the cassette inwards and slide the stopper downwards to lock the guides in position.

   ❑ To select letter and legal size, slide the stopper up and push the size side guides outwards.

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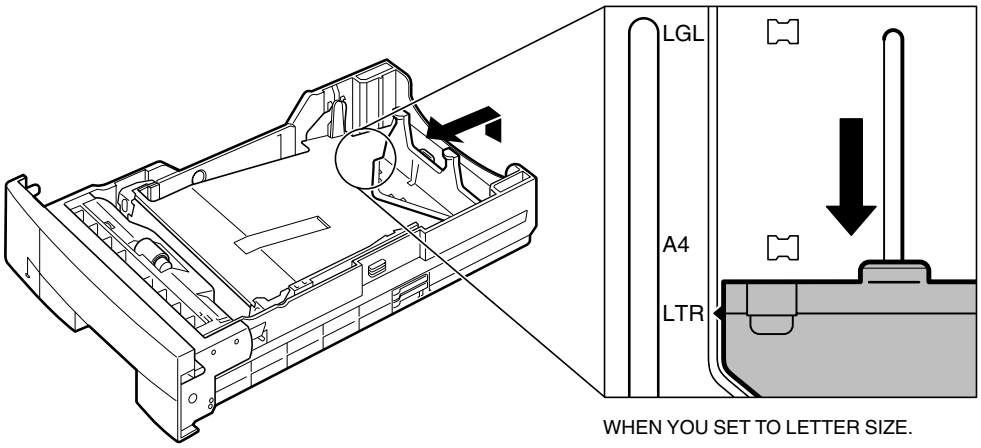
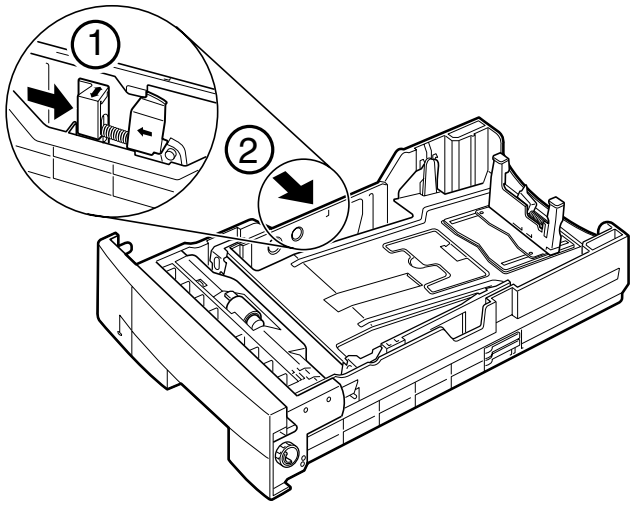
Lift the stopper in the center of the paper size rear guide slightly, and slide it to the mark indicating the desired paper size.



WHEN YOU SET TO LETTER SIZE.

To change the paper size for Paper Cassette 2

To adjust the paper size side guides, release them by pinching the stopper on the left guide and slide them inwards or outwards according to the paper size you are loading.



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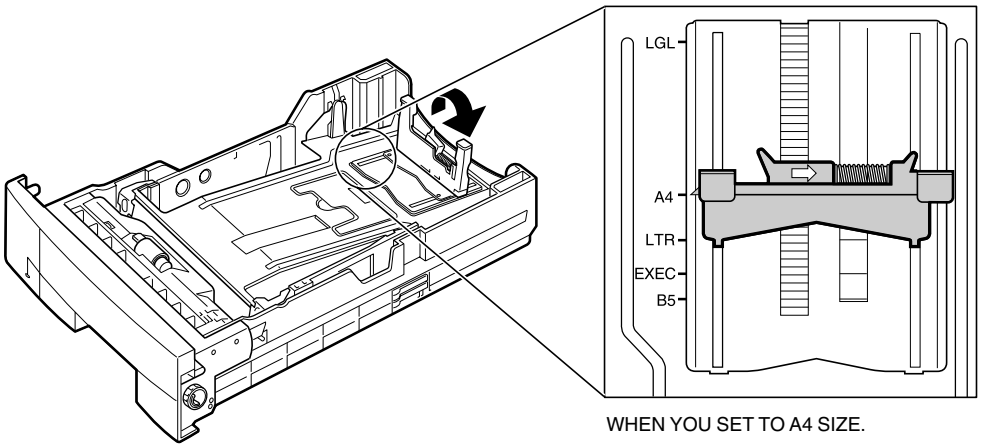
Push up the stopper of the paper size rear guide, and slide it to the mark indicating the desired paper size.

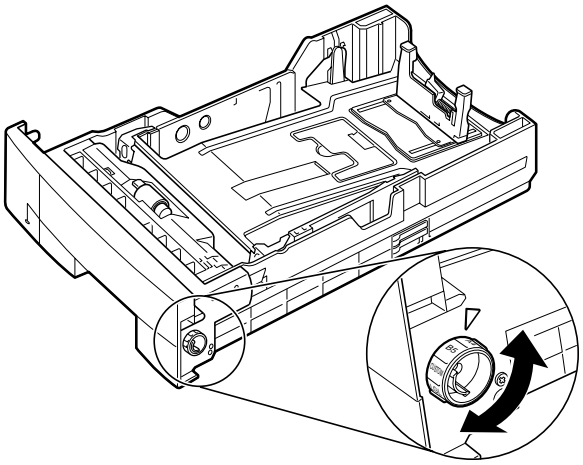


WHEN YOU SET TO A4 SIZE.

Note

You can load executive- or B5-size paper in Paper Cassette 2 only when you use it for the printer function. When you use it as a paper supply for fax, you can load letter-, legal- or A4-size paper only.

Turn the dial on the right-front side of the cassette and adjust it to the size of paper you are loading.



Note

- Make sure the mark on the paper size setting dial corresponds with the size of the installed paper, otherwise a paper jam may occur.
- Do not set the paper size dial on this unit to CUSTOM. This setting is not supported by this fax.

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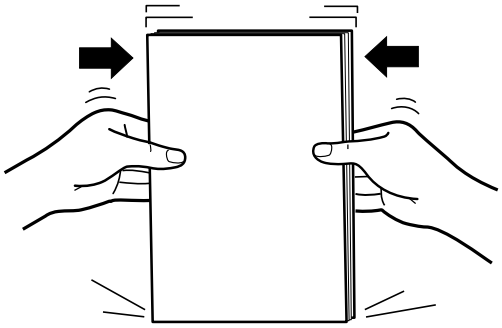
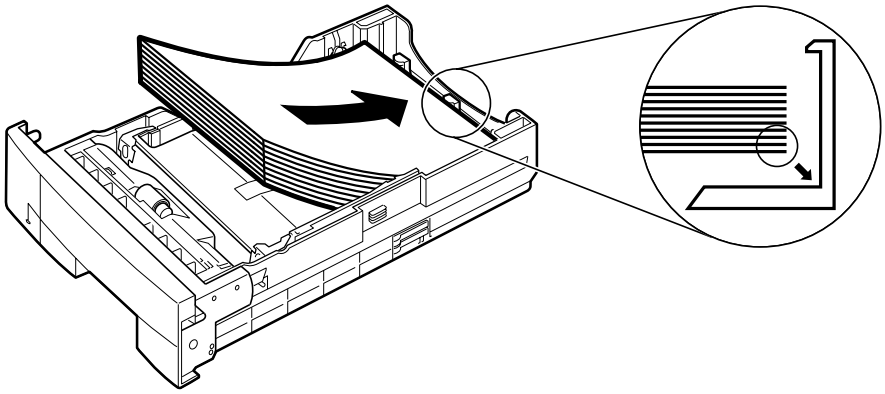
3. Before you load a stack of paper into the paper cassettes, tap the leading edge of the paper stack on a flat surface so that the edges are evenly aligned.



4. Place the stack of paper in the paper cassettes with the print side facing down. Insert the stack of paper so that it fits neatly to the back of the paper cassettes.



Note

When loading 500 sheets into the paper cassettes, divide the stack in two evenly-sized stacks, then load each stack separately.

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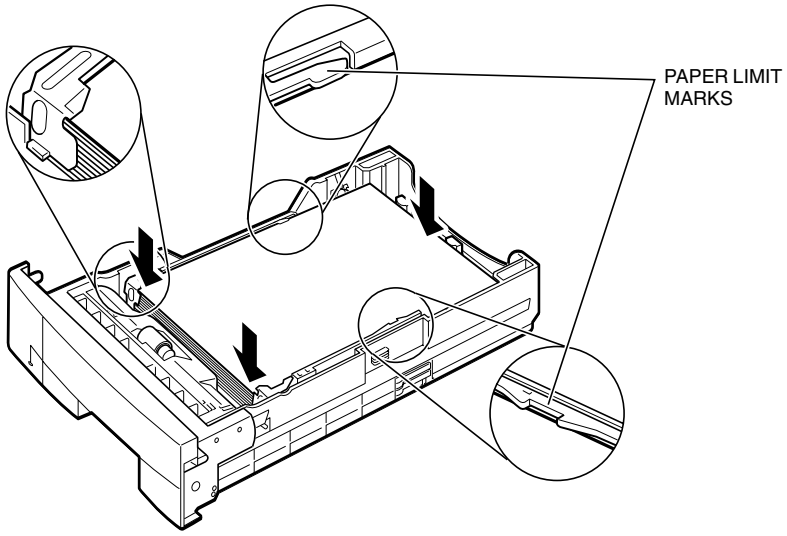
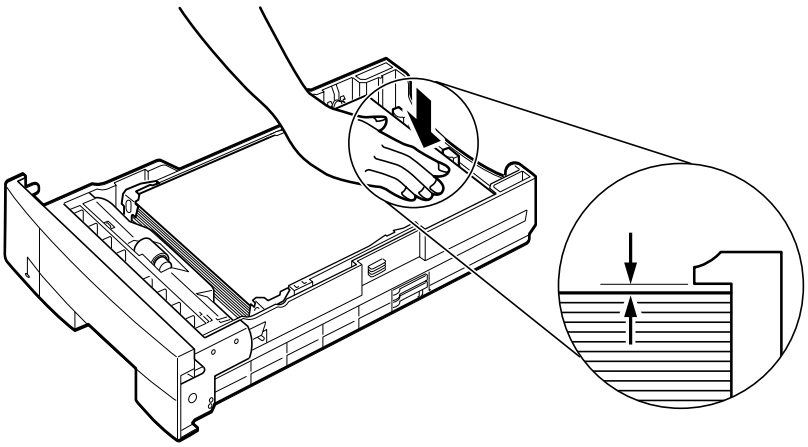
5. Press down on the front of the paper stack to make sure the corners are below the paper size guide clips. Then press the stack down again to make sure it is below the paper limit marks on the side of the paper cassettes and the paper size guides hook at the back of the cassettes.



6. Press the paper stack down to make sure it has a clearance of approximately 0.04 in. (1 mm) from the hook of the paper size rear guide.



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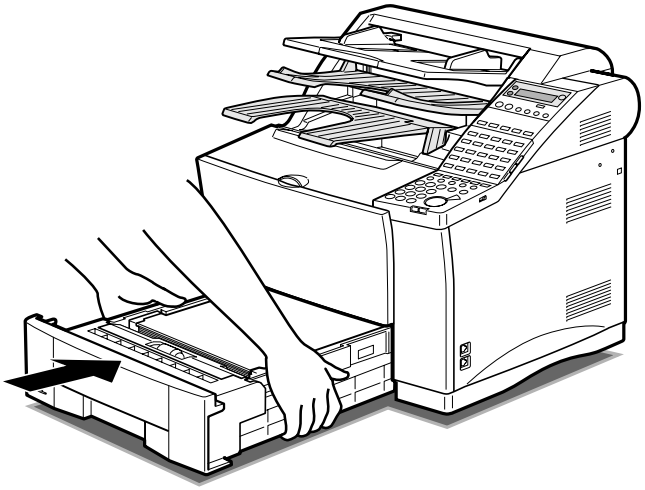
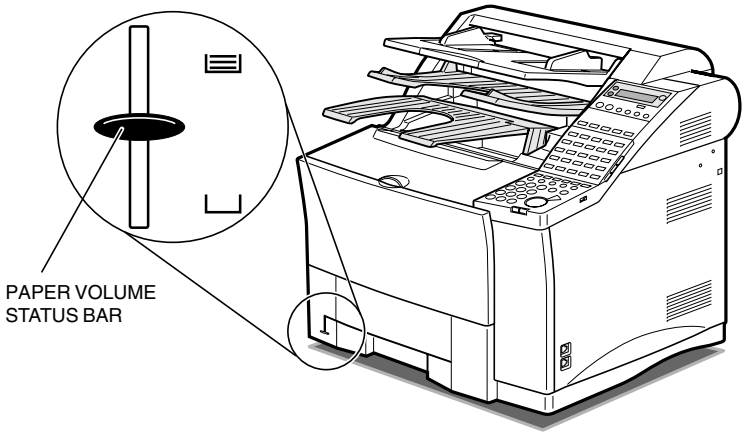
7. Reinsert the cassette into the fax unit: Align the cassette with the rails on the fax unit, then lift slightly to insert the cassette. Slide it all the way into the fax unit.



Note

Make sure you insert the cassette all the way into the fax unit until it locks into place.

❏ The paper volume status bars on the paper cassettes indicate the level of the current paper supply. When you see the paper volume status bar drop, make sure you have a supply of paper on hand to fill the cassettes. When you see the SUPPLY REC. PAPER message on the LCD display, re-fill the cassettes.



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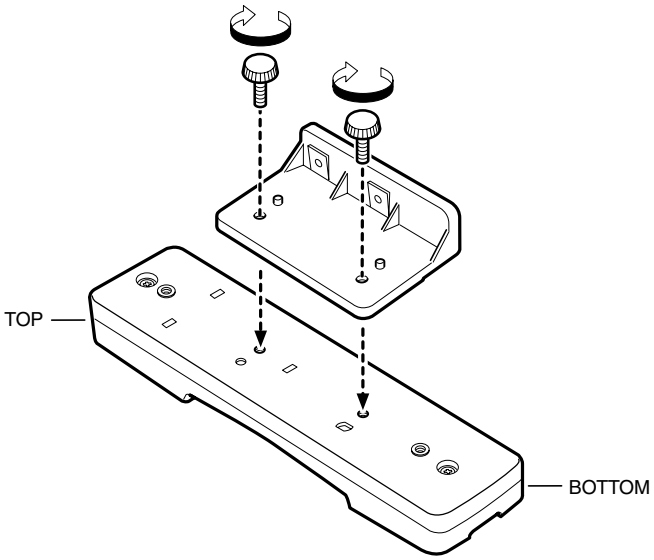
Connecting the Handset (option)

Note

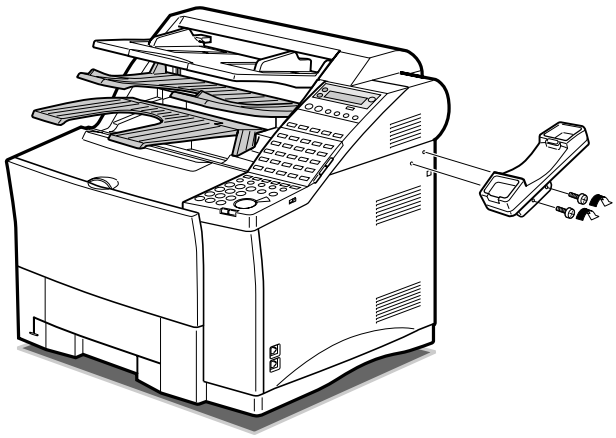
A telephone handset is available as an option for the fax machine. This handset is for use with Canon LASER CLASS® 3170 Series only.

1. Attach the handset cradle holder to the back of the cradle with the screws provided.



2. Fit the handset cradle holder over the holes on the fax unit.

3. Screw the handset cradle holder on the fax unit.



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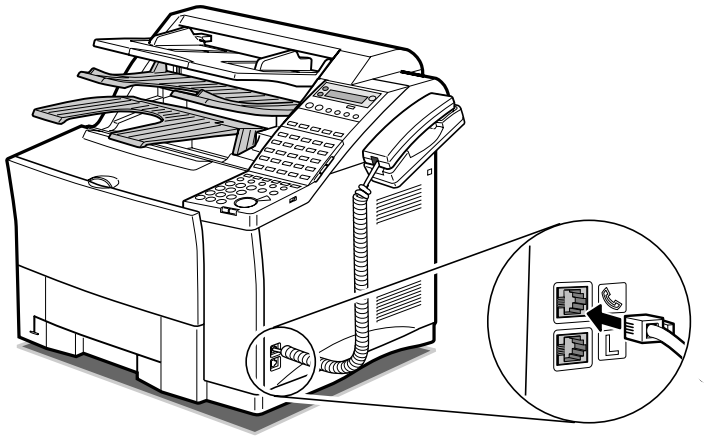
4. Connect the end of the handset connector cord to the extension phone jack marked with the handset icon ( ).

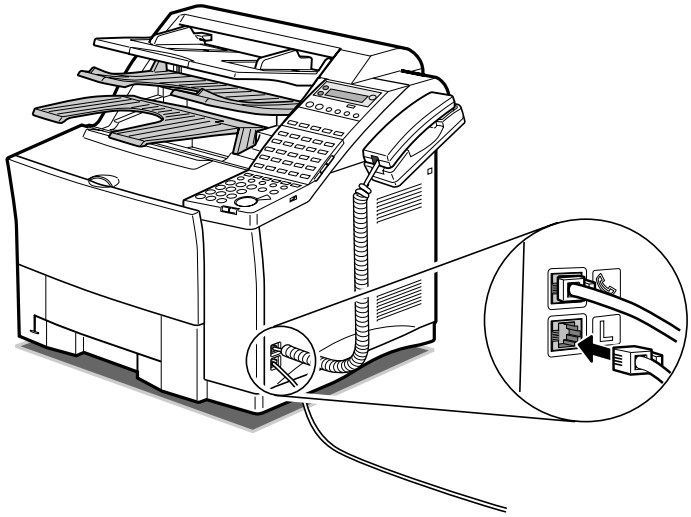


5. Place the handset on the handset cradle.

Connecting the Telephone Line

1. Make sure you have an RJ11-C wall jack. If you need assistance, contact your dealer or telephone company.

2. Connect one end of the supplied telephone line to the fax jack marked .



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3. Connect the other end of the telephone line to your wall telephone jack.

   If you have installed the optional Dual-line Upgrade Kit, you can connect another telephone line to the fax unit. (→2-54)

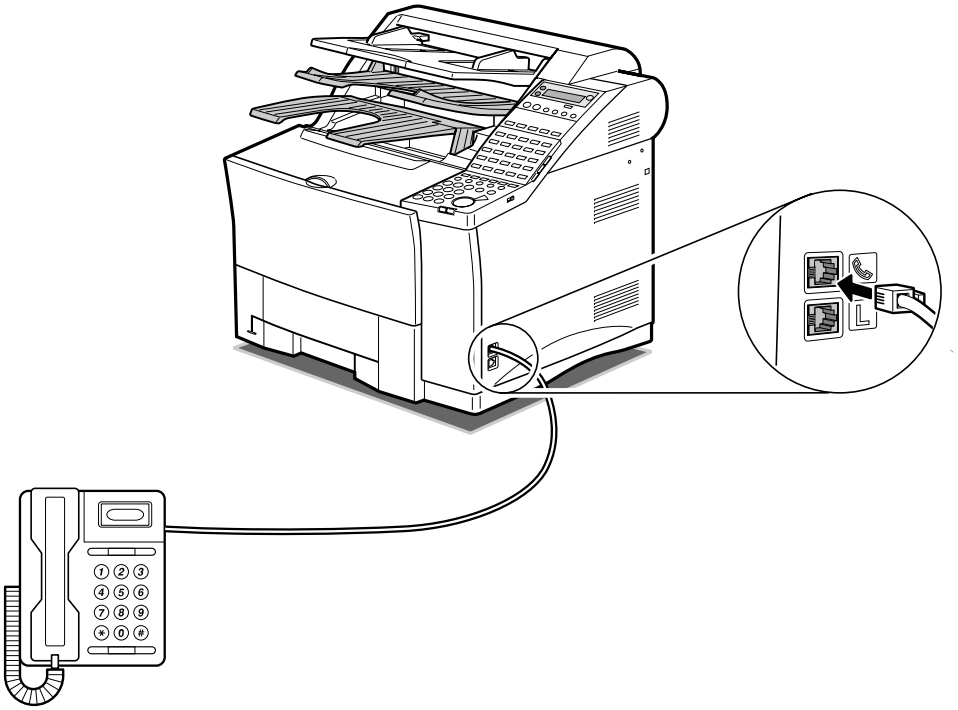
Connecting an Extension Phone

To connect an extension phone to the fax, you have to use the extension phone jack.

Note

Only one jack is provided to be used with the optional handset or an extension phone. A separate jack is not provided for an extension phone.

Connect the extension phone cord to the extension phone jack marked with the handset icon ( ).



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Turning on the Power

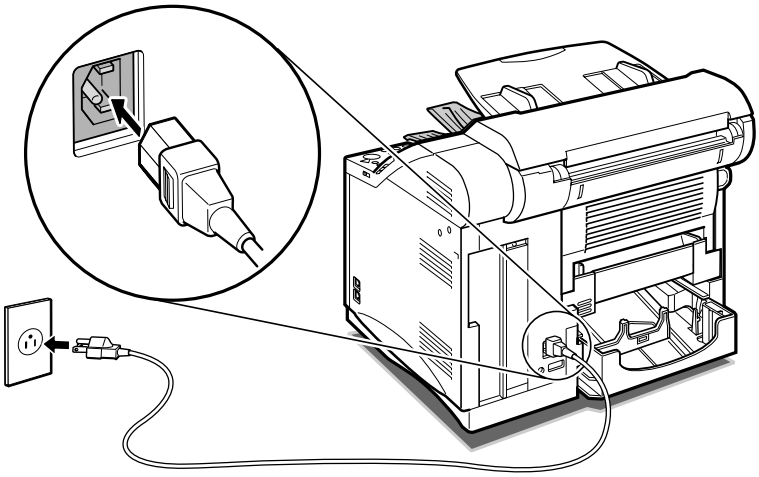
1. Connect the power cord to the power socket on the rear of the fax unit.

2. Connect the other end of the power cord to the power source.

Caution

THE FAX MUST BE CONNECTED TO A PROPERLY GROUNDED, THREE-PRONG 120 V AC OUTLET.

After you connect the power cord to the power source, the fax LCD display will light. There is no power switch on the fax unit.



It will take a few seconds for the unit to warm up.

```
PLEASE WAIT
```

The unit has warmed up and is ready to use when you see the date and time display.

```
12/31/1999 FRI 12:20
```

When the date is displayed on the LCD, the fax is in the *standby mode* and ready for normal operation. If the Error lamp starts blinking red, wait for one of the following messages to appear.

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INSTALL CARTRIDGE	You have not yet installed the toner cartridge. Install the FX6 toner cartridge. (→2-23)
REPLACE CARTRIDGE	The toner cartridge has run out of toner. Replace the toner cartridge.
CHECK PRINTER COVER	The printer cover is not closed completely. If it does not close easily, do not force it. Remove the toner cartridge, and insert it again. Make sure it is sitting level inside the fax machine then close the printer cover again.
SUPPLY REC. PAPER	At least one of the paper cassettes is empty or not seated correctly inside the fax machine. Remove each cassette. Make sure the stacks of paper are below the tabs and insert the paper cassettes in again. Push the paper cassettes all the way in until they lock in place.

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Using the MP Tray

The MP (multi-purpose) tray can hold letter-, legal- or A4-size paper. The capacity is approximately 100 sheets of cut-sheet paper (80 g/m^2 or 21 lbs.). To use the MP tray as one of the input trays, you need to set USE MP TRAY to ON in the FAX'S PRINTER SET menu. (→2-48)

To use the MP tray with the LASER CLASS® 3170MS or the LASER CLASS® 3170/3175 with the Printer Board I installed, follow the guidelines below. Otherwise, the paper-size-matching error occurs and the message "CHECK PAPER SIZE" appears on the display.

- ❏ Even when you use the MP tray for the fax function, it is necessary to set the same paper size on the printer menus as on the fax menus. For details about setting the paper size of the MP tray on the printer menus, refer to "Printing from the Multi-Purpose Tray" in the Printer User's Guide.
- ❏ If you use the MP tray for the printer function and load paper of sizes other than letter, legal or A4, it is necessary to set USE MP TRAY to OFF on the FAX'S PRINTER SET menu. (→2-49)

Note

The sizes and kinds of print media you can set on the MP tray differ when you use it as an input tray for the printer function. For details on the print media specifications for the printer function, refer to the "Print Media Specifications" section in Appendix 4 of the Printer User's Guide.

When not in use, the tray can fold up into the fax unit.

Loading the MP Tray

Before you load the paper, follow these general guidelines:

- ❏ For high-quality printings, we recommend using Canon standard 17-24 lb.(64-90g/m^2) weight paper.
- ❏ Use of print media not meeting the paper's requirements may cause severe paper jams or result in excessive mechanical wear of the fax.
- ❏ Do not use the following paper in the MP tray:
  - Moist paper
  - Paper that is wavy, curled or damaged
  - Folded, clipped or stapled paper
  - Paper with cut-outs or perforations (not recommended)
  - Paper containing materials that melt, vaporize, offset, discolor or emit dangerous fumes at a temperature of 374°F (190°C) or higher

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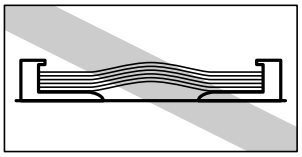
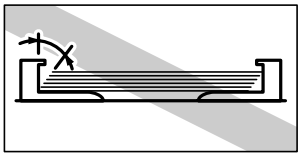
Note

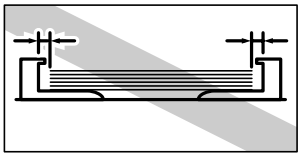
- Avoid pressing or applying excessive force on the MP tray as this may cause damage.
- The paper stack must not exceed the paper limit mark.
- Do not load different sizes of paper on the MP tray at the same time.
- Do not add paper to the MP tray if paper is already loaded; incorrect paper feed or a paper jam may occur. Only add paper when the MP tray is empty.
- If a printed page comes out of the fax all curled up, you can correct the problem by turning over the paper stack in the MP tray so that the bottom sheet in the stack is now at the top.
- If the leading edge of the paper is curled, straighten it out as much as possible before loading it into the tray.
- Do not set the paper guides so tight that the paper stack bends.



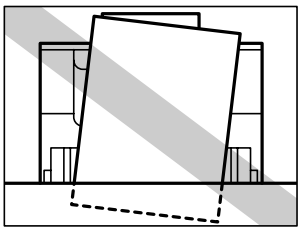
- Do not set the paper guides so loose that the paper stack is not evenly aligned.



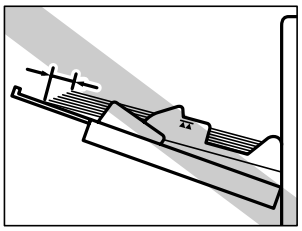
- Do not set the paper guides so loose that there is room between the guides and the paper.



- Do not place the paper into the tray at an angle.



- Do not load fanned out paper.
  Make sure the edges of the paper stack are evenly aligned when loading.



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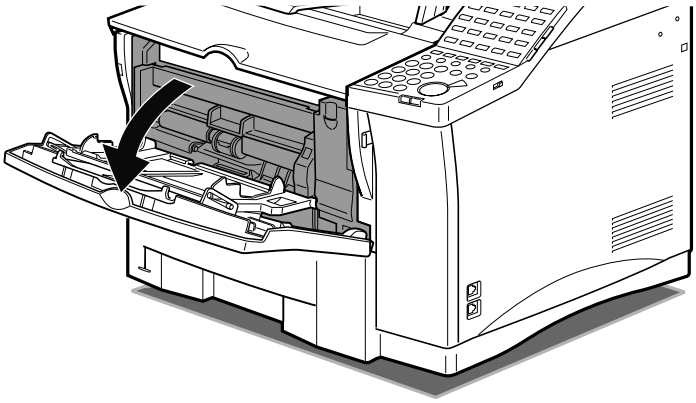
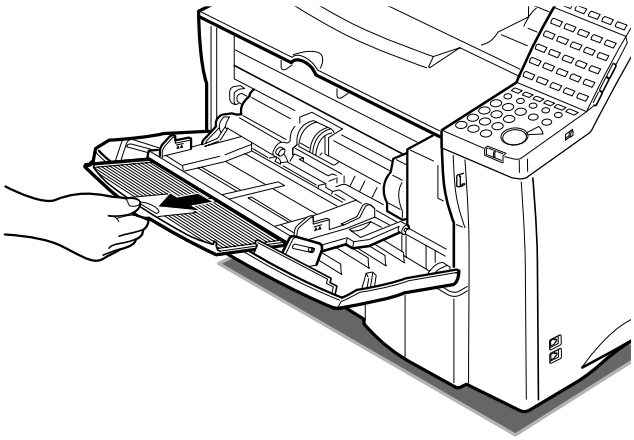
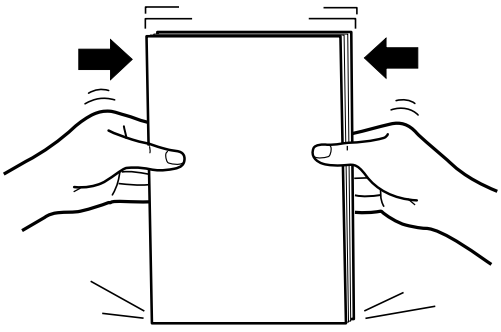
1. Pull the MP tray out using the handle on the panel.



2. Pull out the extension tray using the center grip.



3. The MP tray holds approximately 100 sheets of paper. Before you load paper on the MP tray, tap the edges of the stack to make sure the leading edge and sides of the stack are even.



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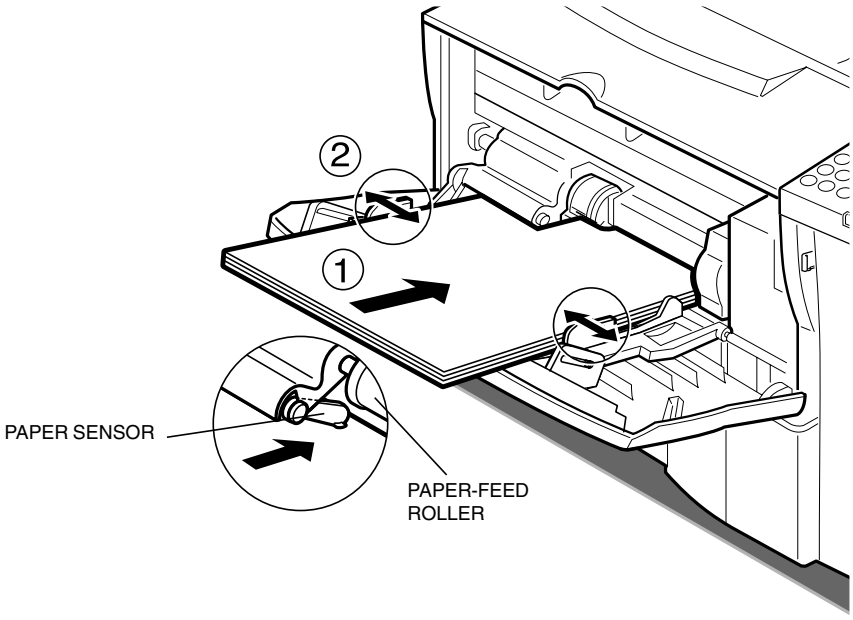
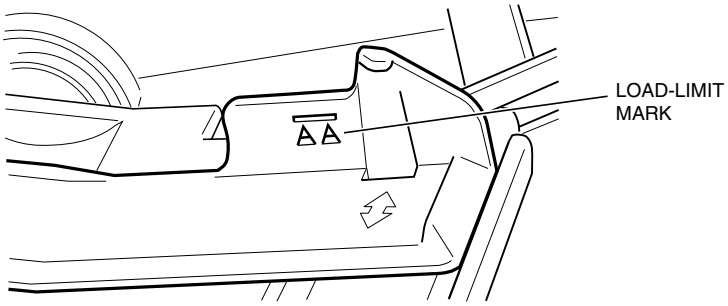
4. Insert the paper stack as far as it will go into the fax unit, with the print side facing up and the top of the paper going into the fax unit first. Then adjust the paper guides to the size of the paper.



Note

- Make sure that the leading edge of the paper is inserted all the way into the MP tray so that it is below the paper-feed roller. The paper sensor for the MP tray is located to the left of the paper feed roller, when viewed from the front of the fax unit. Please note the following points when loading small-size paper in the MP tray. (If the paper is not loaded correctly, the paper will not be detected by the fax and a message will appear asking you to load paper in the MP tray.)
- Make sure that the paper stack is not higher than the load-limit marks (▬▲▲) on the paper guides.



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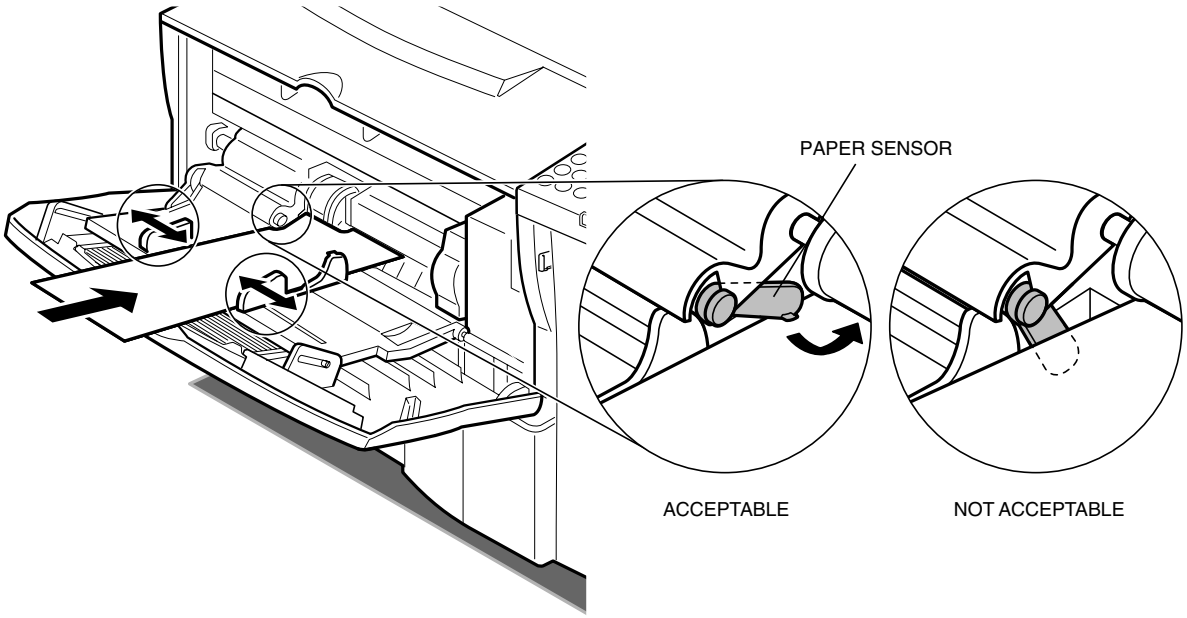
Note

- Make sure that the paper guides are set correctly. To print with the MP tray, you also need to select the paper size in the USE MP TRAY menu. (→2-48)
- Make sure that the paper is loaded correctly and that the leading edge is fully inserted into the fax unit.
- Make sure that the paper sensor is resting on top of the paper. (The paper sensor must rest on top of the paper, not just touch the edge of the paper.)



- To avoid damaging the MP tray, close it when not in use. Remove and store any remaining print media. Slide the extension tray in before closing the MP tray.

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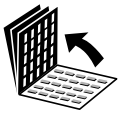
Turning on and off USE MP TRAY and Setting the Paper Size in the USE MP TRAY Menu

To use the MP tray as one of the input trays, you need to select ON for USE MP TRAY in the FAX'S PRINTER SET menu.
Also, to use the MP tray for the fax function with the LASER CLASS® 3170MS or the LASER CLASS® 3170/3175 with the Printer Board I installed, it is necessary to set the same paper size on the printer menus as on the fax menus. For details about setting the paper size of the MP tray on the printer menus, refer to "Printing from the Multi-Purpose Tray" in the Printer User's Guide.

Follow this procedure to turn on and off USE MP TRAY and to select the paper size in the fax menus.



Data Registration

1. Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1. DATA REGISTRATION
```

Set

2. Press **Set**.

```
DATA REGISTRATION
 1. USER SETTINGS
```

▲ ▼

3. Press the search buttons until you see the display below.

```
DATA REGISTRATION
 5. FAX'S PRINTER SET
```

Set

4. Press **Set**.

```
FAX'S PRINTER SET
 1. USE MP TRAY
```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5. Press **Set**.

```
USE MP TRAY
                    OFF
```

6. Press the search buttons to display ON.

```
USE MP TRAY
                    ON
```

If you use the MP tray for the printer function and load paper of sizes other than letter, legal or A4, it is necessary to set USE MP TRAY to OFF on the FAX'S PRINTER SET menu.

7. Press **Set**.

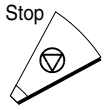
```
SET MP TRAY SIZE
                    LTR
```

8. Press the search buttons to select the paper size you are loading onto the MP tray.

```
SET MP TRAY SIZE
                    A4
```

9. Press **Set.**

```
FAX'S PRINTER SET
 2. # OF RX COPIES
```



10. Press **Stop** to return to standby.

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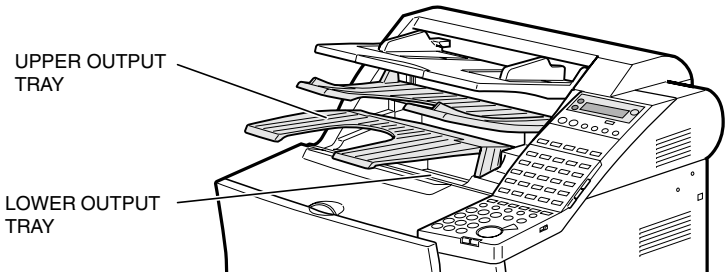
Selecting Paper Delivery

The fax machine has three output trays: an upper output tray, a lower output tray, and a face-up tray.

The paper delivery method used by the fax is determined by whether the face-up tray is open or closed, and by the settings you make in the FAX'S PRINTER SET menu.

Setting Face-down Paper Delivery for Upper and Lower Output Trays



When the face-up tray is open, the fax will automatically select face-up delivery. To select face-down delivery, make sure the face-up tray is closed. If the extension of the face-up tray is extended, be sure to push it back into the tray before closing.

You can also designate an output tray for each function (FAX, COPY, REPORT, and PRINTER). Follow the procedure described below.

Note

If no setting is made for face-down delivery, and the face-up tray is closed, the paper is first delivered to the lower output tray. When the paper full sensor detects the tray is full, the paper delivery switches automatically to the upper output tray. The lower output tray can hold approximately 200 sheets, and the upper output tray approximately 100 sheets.

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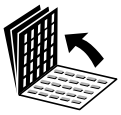
1. Open the FAX'S PRINTER SET menu.



Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

Data Registration

```
REGISTRATION
 1. DATA REGISTRATION
```

Set

Press **Set**.

```
DATA REGISTRATION
 1. USER SETTINGS
```

Press the search buttons until you see the display below.

```
DATA REGISTRATION
 5. FAX'S PRINTER SET
```

Set

Press **Set**.

```
FAX'S PRINTER SET
 1. USE MP TRAY
```

2. Open the SELECT OUTPT TRAY menu.

Press the search buttons until you see the display below.

```
FAX'S PRINTER SET
 7.SELECT  OUTPT  TRAY
```

Set

Press **Set**.

```
SELECT OUTPT TRAY
                  OFF
```

Press the search buttons to select ON.

```
SELECT OUTPT TRAY
                  ON
```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Press **Set**.

```
SELECT OUTPT TRAY
 1.FAX
```

Press **Set**.

```
FAX
     LOWER OUTPUT TRAY
```

3. Press the search buttons to select either the lower or upper output tray when receiving documents by fax.

```
FAX
     UPPER OUTPUT TRAY
```

4. Press **Set**.

```
SELECT OUTPT TRAY
 2. COPY
```

Select a tray for each function in the same way.

Example 1: For the LASER CLASS® 3170/3175

FAX	UPPER OUTPUT TRAY
COPY	UPPER OUTPUT TRAY
REPORT	LOWER OUTPUT TRAY

Example 2: For the LASER CLASS® 3170MS, or for the LASER CLASS® 3170/3175 with the Printer Board I installed

FAX	UPPER OUTPUT TRAY
COPY	UPPER OUTPUT TRAY
REPORT	UPPER OUTPUT TRAY
PRINTER	LOWER OUTPUT TRAY

Note

- If you have installed the Printer Board I to the LASER CLASS® 3170 or the LASER CLASS® 3175, it is recommended to designate one tray for the fax function and the other tray for the printer function.
- Use the supplied tray labels to indicate the type of output designated for delivery to the upper and lower output trays. (→2-27)

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Set

Press **Set**.

Stop

5. Press **Stop** to return to standby.

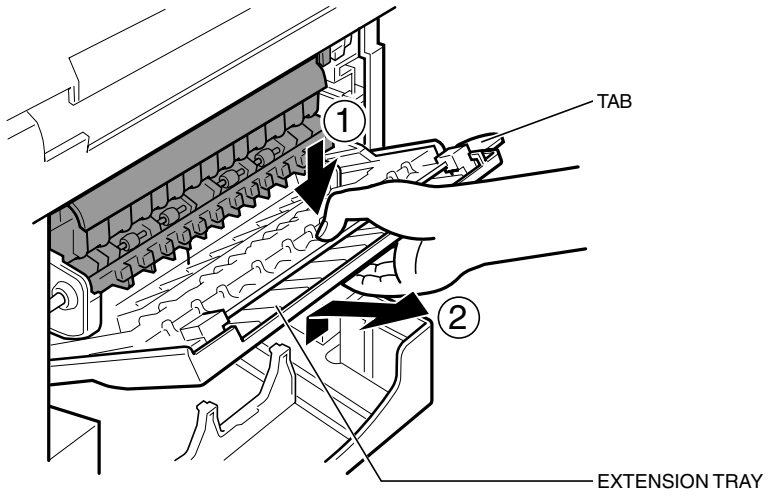
Note

- If the full paper sensor detects that the tray is full when the output tray settings are input, the fax stops printing. If the fax is receiving documents, they are stored in memory and the messages RECEIVED IN MEMORY and OUTPUT TRAY FULL appear alternately on the display.
- Once you have picked up the printed paper from the output trays, do not replace them onto the trays. It may cause paper jam.

Using the Face-up Tray

To select face-up delivery, pull down the face-up tray. The fax machine will automatically switch to face-up delivery. The face-up tray is particularly useful for heavier paper.

To open the face-up tray, take hold of its tab and pull down the tray. Then grasp the end of the face-up tray and push it with your thumb to unlock the extension tray and pull it out until it is fully extended.



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Using the Optional Dual-Line

The optional Dual-line Upgrade Kit, allows you to connect one more telephone line to the fax unit at the same time. This section describes how to connect the telephone lines to the Dual-line Upgrade Kit and set up the fax unit.

Connecting Two Telephone Lines

The Dual-line Upgrade Kit must be installed inside the fax unit by a qualified service technician. For details, contact a local authorized Canon dealer.

Note the following features regarding the installation of the Dual-line Upgrade Kit:

- ❏ When either the Dual-line Upgrade Kit or the PCL6 Printer Board is installed in the fax unit, the energy saver feature cannot be used. (→3-21)

- ❏ With the Dual-line Upgrade Kit installed, if you have installed the optional handset you will not be able to use it for voice telephone communication on Line 2.

1. Make sure you have two RJ11-C wall jacks. If you need assistance, contact your dealer or telephone company.

2. Locate the telephone line jacks on the right side (L) and the back side (L2) of the fax unit. The jack marked L is for Line 1 and the jack marked L2 is for Line 2.

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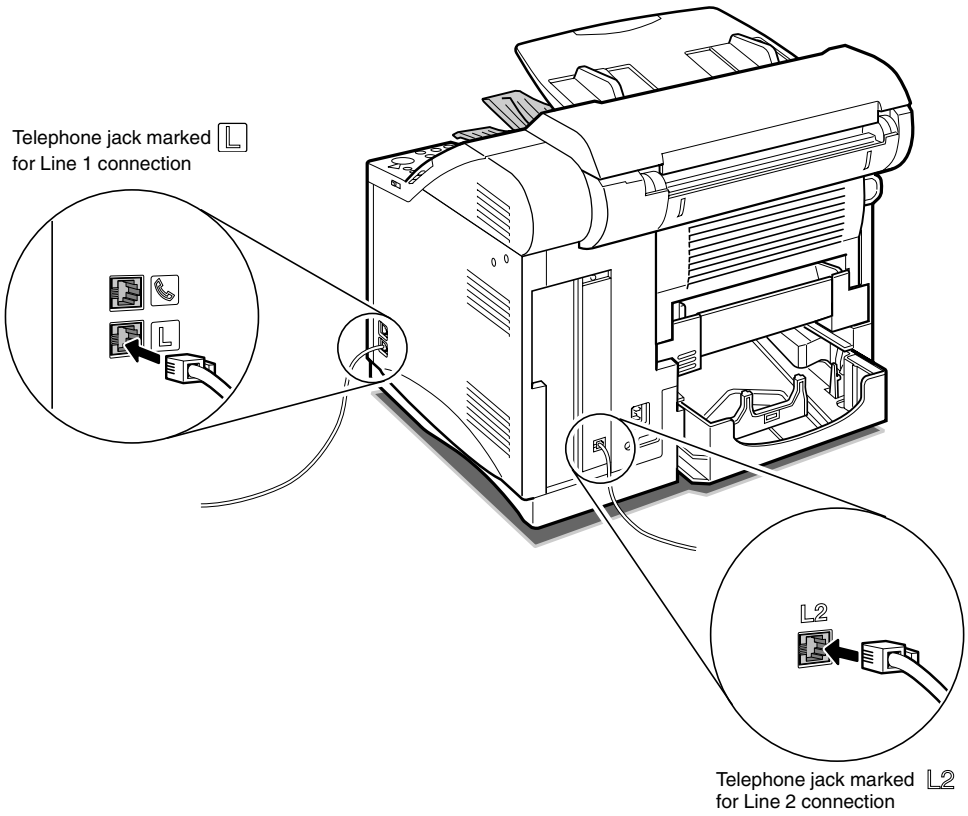
3. Connect one end of Line 1 to the L jack and connect one end of Line 2 to the L2 jack.



4. Connect the other end of the two telephone lines to the wall telephone jacks.

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How the Two Telephone Lines Operate

The fax unit uses the two telephone lines in different ways.

- ❏ Line 1, connected to the telephone jack (on the right side of the fax unit) marked L, can be used for all communications provided by the fax unit.
- ❏ Line 2, connected to the telephone jack (on the rear of the fax unit) marked L2, cannot be used for the following features:

Disabled Feature	Description	See Page
MANUAL SENDING	Sending documents manually	(6-17)
MANUAL RECEIVING	Receiving documents manually	(7-7)
TALK	Voice telephone communication	(12-2)
MAN/AUTO SWITCH	Sets the ring time before the fax switches automatically to the document receive mode while in the manual receive mode	(16-14)
REMOTE RX	Changing the remote receive ID	(7-9, 16-14)

- ❏ You can select either telephone line for priority reception, and you can also select which line is to be used for priority sending when both lines are open.
- ❏ When Line 1 is busy receiving a document transmission, even if Line 2 is open you cannot send or receive another document transmission manually.
- ❏ Even if another party calls you on Line 2, you will not be able to receive the telephone call for voice communication.

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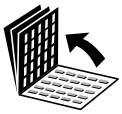
Registering the Telephone Numbers for the Lines

The telephone numbers that you register with the procedure below will appear in the display of the other party's fax unit during document transmissions and appear in printed reports and lists.

Follow this procedure to register telephone numbers for both lines connected to the Dual-line Upgrade Kit.



1. Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

2. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

3. Press the search buttons until you see the display below.

```
DATA REGISTRATION
 8.DUAL LINE OPTIONS
```

After the Dual-line Upgrade Kit is installed, this item is added to the DATA REGISTRATION menu.

4. Press **Set**.

```
DUAL LINE OPTIONS
 1.2nd LINE TEL #
```

5. Press **Set**.

```
2nd LINE TEL #
 TEL =
```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Use these buttons on the numeric keypad to enter the telephone number for Line 2.

Data entry buttons

0-9	Enters a number.
Space	Enters a space (spaces are optional).
Delete	Deletes the rightmost digit of the number you are entering so you can enter a new digit.
Clear	Clears the entire entry if you want to start again.

You can register a number of up to 20 digits.

6. After you enter the telephone number for Line 2, press **Set**.

```
2nd LINE TEL #
 DATA ENTRY OK
```

```
DUAL LINE OPTIONS
 2.2nd LINE TYPE
```

7. Press **Set**.

```
2nd LINE TYPE
             TOUCH TONE
```

8. Use the search buttons to alternate the settings and display the setting that you need.

```
2nd LINE TYPE
             TOUCH TONE
```

```
2nd LINE TYPE
           ROTARY PULSE
```

The fax unit is set to operate through a tone line without making any adjustments.

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9. Press **Set**.

```
DUAL LINE OPTIONS
 3.TX LINE PRIORITY
```

10. Press **Set**.

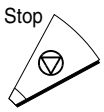
```
TX LINE PRIORITY
      LINE1 TX PRIORITY
```

The fax unit is set to operate with the first setting (LINE1 TX PRIORITY) without making any adjustments.

11. Press the search buttons until you see the setting you need.

LINE1 TX PRIORITY	When both lines are open, transmission is sent on Line 1. If Line 1 is busy and Line 2 is open, transmission is sent on Line 2.
LINE2 TX PRIORITY	When both lines are open, transmission is sent on Line 2. If Line 2 is busy and Line 1 is open, transmission is sent on Line 1.
LINE1 TX PROHIBIT	Even if both lines are open, transmission is sent on Line 2. Line 1 is only available for receiving.
LINE2 TX PROHIBIT	Even if both lines are open, transmission is sent on Line 1. Line 2 is only available for receiving.

12. Press **Set** then press **Stop** to return to standby.



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Chapter 3
Getting Started

This chapter describes some important settings that you should perform before you use the fax.

Regarding the settings needed to use the fax as a printer, refer to the Printer User's Guide. To use the LASER CLASS® 3170/3175 as a printer, the PCL6 Printer Board needs to be installed.

Before you use the fax you should set the correct date and time, register the fax unit telephone number, and register the unit name (your personal name or a company name). If these tasks have been done for you, then you may want to enter your own sender name. (→3-18)

First, we will describe the operation panel buttons and give a brief introduction to the basic procedures for browsing through the menus and finding the items you want. Then we will guide you step by step through the basic procedures that must be performed before you use the fax for the first time.

❏ Operation Buttons (One-touch panels closed) 3-2

❏ Operation Buttons (One-touch panels open) 3-4

❏ Using the Menus and Buttons 3-5
- General Guidelines for Registering Information 3-5
- Using the Menus 3-5
- Entering Names for Registration 3-7
- Menu Button Summary Table 3-9

❏ Checking and Setting the Telephone Line 3-10

❏ Registering Required Sender Information 3-12
- What is Sender Information? 3-12

❏ Registering the Sender Information (TX TERMINAL ID) 3-13

❏ Registering Sender Names 3-18
- Registering a Sender Name 3-18
- Changing or Erasing a Sender Name 3-20

❏ Using the Energy Saver Mode (For the LASER CLASS® 3170/3175 Only) 3-21
- Turning the Energy Saver Feature ON 3-21
- Returning to the Full Power Mode 3-23

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Operation Buttons (One-touch panels closed)

LCD Display
Displays messages and prompts during operation. Displays selections, text, numbers and names when registering information.

Change Cartridge
Lights when toner in the toner cartridge runs low. Replace the toner cartridge.

Rec. Paper
Lights when the paper cassettes run out of paper. Re-fill the cassettes with paper.

Printer Operation Panel
Used for printer function.
For details, refer to the Printer User's Guide.

Resolution
Sets the resolution for documents you send.

Contrast
Adjusts the lightness/darkness of documents you send or copy.

Document Type
Adjusts quality for documents with only text or with both photos and text.

One-Touch Speed Dialing Buttons
Dial numbers registered under One-touch Speed Dialing buttons.

One-Touch Speed Dialing Panels
The first panel displays buttons 1-25. Open the first panel to access buttons 26-50. Open the second panel to access buttons 51-72. Open the third panel to access the registration buttons.

Program
Registers multi-step setting normally done by pressing buttons on the operation panel so you can do them at the press of single button.

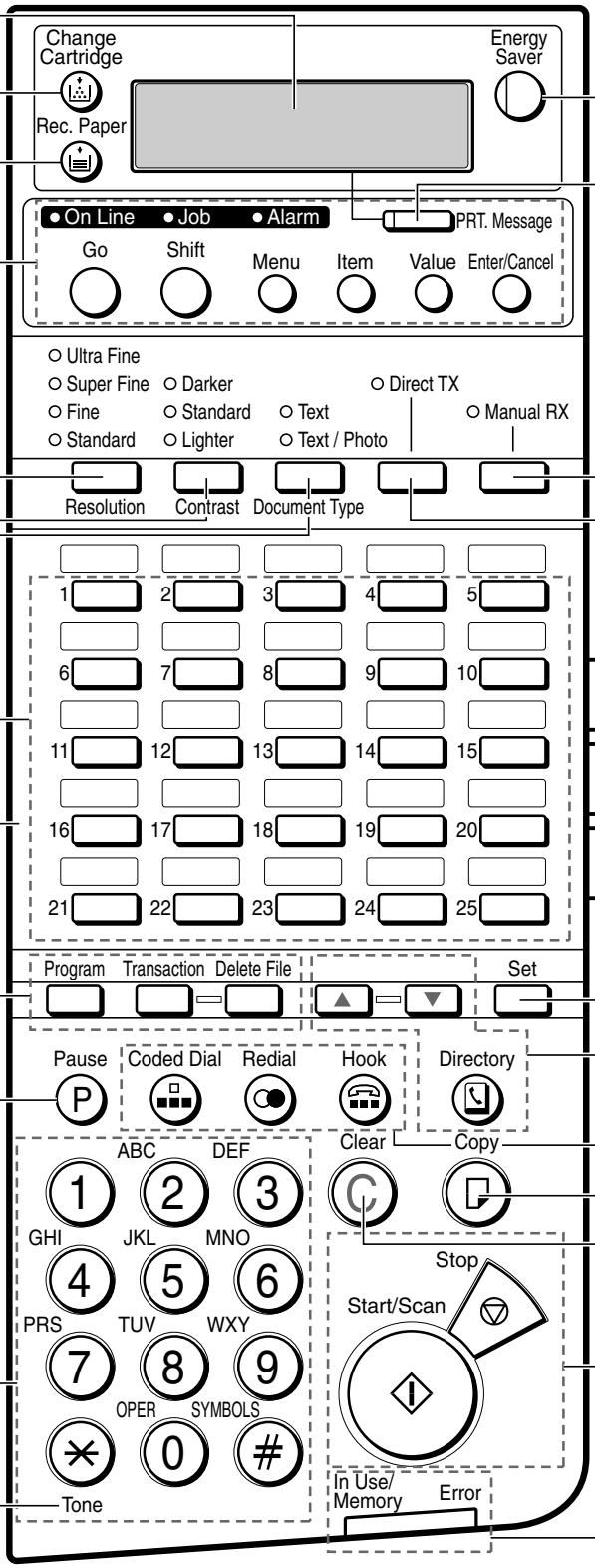
Transaction
Displays information about previous sending and receiving transactions.

Delete File
Deletes documents waiting in memory for sending.

Pause
Enters pauses between digits or after the entire phone number when dialing or registering facsimile numbers.

Numeric Keypad
Use the buttons on the numeric keypad to enter phone numbers when dialing. These buttons also enter text, numbers, and symbols when registering names and numbers.

Tone
Connects to information services that accept tone dialing only, even if you are using a rotary pulse.



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Energy Saver
Switches the fax out of the energy saver mode.

PRT. Message
Switches the LCD display between the fax messages and the printer messages.

Manual RX
Switches the fax between the auto and manual receive mode.

Direct TX
Sets the fax in the direct sending mode so you can send a document ahead of other documents stored in the fax memory. Direct sending scans a document and sends it immediately without storing the document in the memory.

Set
Selects a menu item during data registration.

Directory
Allows you to search for fax/telephone numbers by the name under which they are registered for speed dialing and then use the number for dialing.

▲▼
Search buttons for directory dialing.

Coded Dial
A press on the button followed by a three-digit code dials the telephone number registered for Coded Speed Dialing under that three-digit code.

Redial
Redials the previous number dialed manually with the buttons on the numeric keypad.

Hook
Allows you to dial, even with the handset still in the handset rest.

Copy
Copies a document.

Clear
Clears an entire entry during information registration.

Stop
Cancels sending, receiving, data registration, and other operations and returns the fax to the standby mode.

Start/Scan
Starts sending, receiving, copying and other operations.

Error
Blinks red when paper jam occurs or the fax is running out of paper or toner. The problem is described by a message in the LCD display above.

In Use/Memory
Blinks green when the fax is using the telephone line. Lights green when there are documents in the memory.

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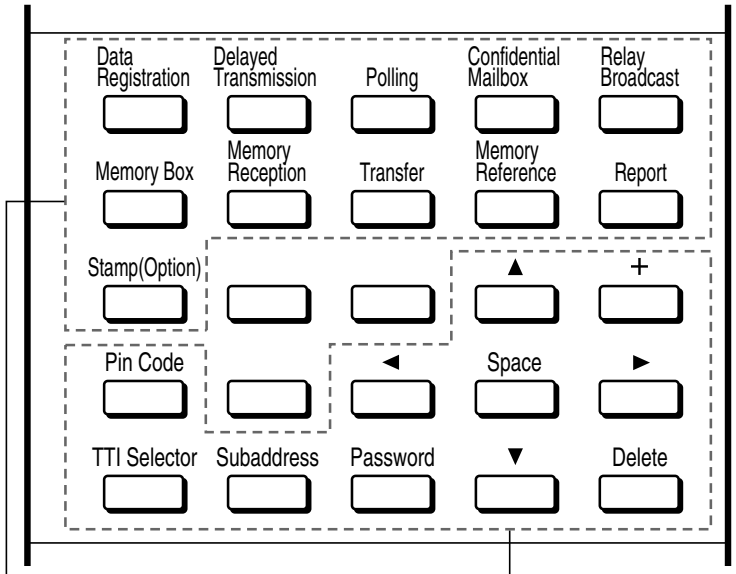
Operation Buttons (One-touch panels open)



+
Press **+** to enter a plus sign in a fax number.

Pin Code
Displays the PIN code message so you can enter the PIN code for dialing through a PBX.

TTI Selector
Enters a registered sender's name to appear at the top of the document you are sending.

Subaddress
Allows you to enter an ITU-T subaddress so you can send a document with a subaddress.

Password
Allows you to enter an ITU-T password so you can send a document with a password.

▲▼ Search buttons
Scrolls the display so you can see other options and selections in the menus during data registration.

◄ ► Cursor buttons
Moves the cursor left or right during data registration.

Space
Enters a space between letters and numbers on the LCD display when you are registering information.

Delete
During a step when you are registering or entering a number, press this button to delete the number. (This button deletes number entries only.)

Data Registration
Starts data registration for speed dialing, sender information, and other important settings for sending and receiving.

Delayed Transmission
Sets a time for delayed sending.

Polling
Sets a document for polling sending, and also used for polling receiving.

Confidential Mailbox
Sets a document for sending to a confidential mailbox so you can print documents received in the mailbox.

Relay Broadcast
Sets a document to be sent to another fax for relay sending.

Memory Box
Sets a document to be stored in a memory box, or opens a memory box so you can print documents received in the memory box.

Memory Reception
Switches the fax in and out of the memory lock mode. In the memory lock mode, the fax stores all documents it receives in the memory.

Transfer
Switches the fax in and out of transfer mode. In the transfer mode the fax unit sends all documents it receives to another fax machine at your home or another office.

Memory Reference
Performs operations with documents currently stored in the memory, including printing a list of documents, printing a document, sending a document to another destination, or deleting a document.

Report
Prints reports about information registered in the fax.

Stamp(Option)
Switches the fax in and out of the stamp mode. In the stamp mode, the fax marks all documents scanned for sending in memory mode or direct sending mode. If you want to use the stamp feature, call your authorized Canon dealer and request installation of this option.

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Using the Menus and Buttons

This section provides a brief overview on how to use the menu buttons to open menus, make selections, and register data.

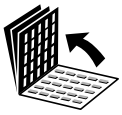
General Guidelines for Registering Information

Always keep these points in mind while you are using the menus:

- ❏ If you pause and do not press a button for 60 seconds, the fax returns to the standby mode automatically. You must then start the procedure again from the beginning.
- ❏ If your fax is set to manual receiving and the fax rings while you are registering information, pick up the handset. If you hear a slow beep tone, the other party is trying to send you a document. Press **Stop** and press **Start/Scan** to receive the document.

Using the Menus

The fax employs a menu system you can use to register important information or to set up important features. Here we describe how to display and operate these menus. The content and purpose of each menu is described in another chapter. (→16-3)



1. Open all three of the One-touch Speed Dialing panels so you can see the operation panel buttons.

2. Press **Data Registration.**

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Press **Set.**

```
DATA REGISTRATION
 1.USER SETTINGS
```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4. Press the search buttons to display the name of the next or previous menu title.

DATA REGISTRATION
1.USER SETTINGS

DATA REGISTRATION
7.SYSTEM SETTINGS

Note

Note that displaying menu names with the search buttons is rotational. If you press ▼ with the last menu name displayed, the display rotates to the first menu name. If you press ▲ with the first menu displayed, the display rotates to the last selection.

To Open a Menu and Select an Item

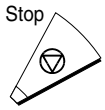
Press the search buttons until the name of the menu you want to open is displayed, then press **Set**.

Press the search buttons to browse through the menu items then press **Set** to go to the next level.

To Return to the Previous Level

Press **Data Registration** to return to the previous level so you can continue browsing. If you continue to press **Data Registration** you will return to the standby mode.

To Return to Standby Immediately



Press **Stop** to return to standby.

Note

If you do not press a button for 60 seconds, the fax will automatically return to standby.

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Entering Names for Registration

When you come to a step that requires entering a name for data registration, follow the procedure below.

In a display that requires a name entry, the letter or number in the upper right corner of the LCD display tells you the entry mode.

```
UNIT NAME          :A
  _
```

1. Press ✻ to change the entry mode.

Display	Entry mode	What it does
:A	Text	Allows you to enter upper and lower case letters. You can also press # to enter a symbol.
:1	Number	Allows you to enter numbers. You can also press # to enter a symbol.

The numeric keypad buttons are clearly labeled with one number and some letters.

2. Press the appropriate button to enter the letter or number.

   Keep pressing the button until the upper or lower case letter you want appears.

   If you go past the letter you want, you will have to keep pressing the button until it appears again.

Note

Each button contains the upper and lower case letters for its group of letters. (For example: ABCabc)

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3. If the next letter you want to enter is under another button, just press that button to move the cursor right and enter the first letter of that group with a single button press.

   -if not-

   If the next letter you want to enter is under the same button you just pressed, press ▶ to move the cursor to the right one space. Then keep pressing the button again until the letter you want appears.

   - ❑ You can also enter symbols. Just press **#** until you see the symbol you want.
   - ❑ To enter a space, press **Space**.

To Correct a Mistake

Use the cursor buttons to move the cursor left or right to position it under the incorrect letter. Then enter the correct letter.

-if not-

Press **Clear** to delete the entire entry so you can start again.

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Menu Button Summary Table

When you come to a step where you must enter a number or name for data registration—in this section or in any part of this Facsimile User's Guide—refer to the table below.

To see some of the buttons described below, you may have to open all three of the One-touch Speed Dialing panels.

Buttons for registering information

▲▼	The search buttons display the next or previous menu item. Press ▼ to display the next item of the menu. If you press ▼ when the last item is displayed, the display rotates to the first item on the menu. Press ▲ to display the previous item of the menu. If you press ▲ when the first item is displayed, the display rotates to the last item on the menu.
Set	Press **Set** to select the current item and display the next level of the menu.
✻	Switches the entry modes. :A Text entry mode. You can enter letters. :1 Number entry mode. You can enter numbers.
ABC 2 to WXY 9	More than one letter is assigned to a button. Press ✻ to enter the text entry mode then press the button for the letter you want to enter. If the letter you want to enter is not displayed first, keep pressing the button until it appears. If the next letter is under another button, just press that button to enter the first letter of the group and then keep pressing the button until the letter you want appears. -if not- If the next letter is under the same button, press ▶ to move the cursor right one space then press the button again to enter the first letter of the group. Keep pressing the button until the letter you want appears.
◀ ▶	The cursor buttons move the cursor left or right.
#	Press # to enter a symbol. You can enter symbols in the text or number entry mode. Keep pressing # until the symbol you want is displayed. You can enter these symbols: - . ✻ # ! " , ; : ^ ` _ = / | ' ? $ @ % & + ( ) [ ] { } < >

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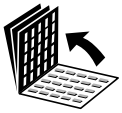
Buttons for registering information (cont'd)

Space	Enters a space between letters or numbers. You may enter spaces in telephone numbers—they do not affect dialing. Pressing **Space** also deletes the character at the cursor position.
Delete	Deletes the number from the right digit.
Clear	Clears the entire entry if you want to erase it and start again.
Stop	After you are finished making settings or registering information, press **Stop** to return to the standby mode.

Checking and Setting the Telephone Line

If you are not sure what type of telephone line you have, check with your local telephone company. To operate the fax you must know if the fax is connected to a tone or rotary pulse line. The fax can be set to operate with either type of telephone line. The fax unit is set to operate through a tone line without making adjustments.

Use this procedure to switch the fax setup between tone and pulse dialing.



Data Registration

1. Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Set

2. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

Set

3. Press **Set** again.

```
USER SETTINGS
 1.DATE & TIME
```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4. Press the search buttons until you see the display below.

```
USER SETTINGS
10.TEL LINE TYPE
```

5. Press **Set**.

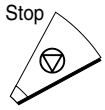
```
TEL LINE TYPE
          TOUCH TONE
```

6. Display and check the current line setting. Use the search buttons to alternate the settings.

```
TEL LINE TYPE
          TOUCH TONE
```

```
TEL LINE TYPE
        ROTARY PULSE
```

7. Display the setting you need, then press **Set**.



8. Press **Stop** to return to standby.

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Registering Required Sender Information

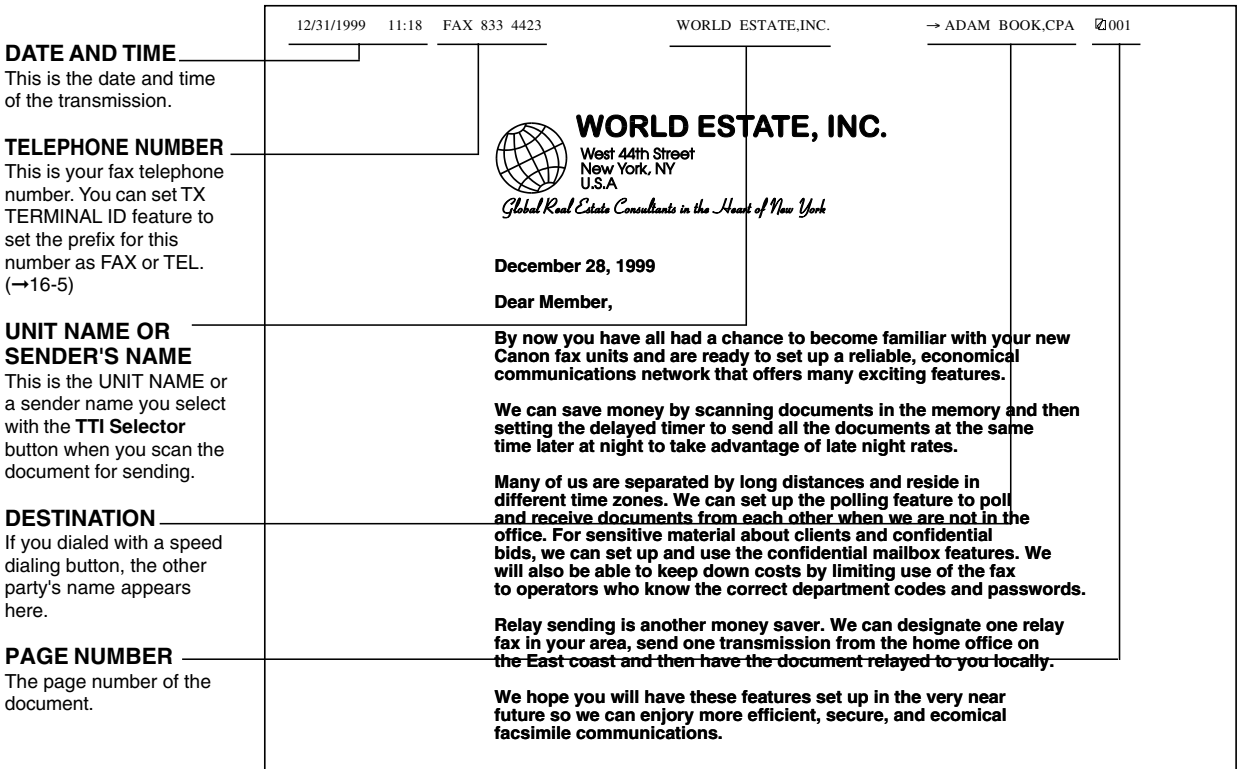
According to recent amendments to the FCC rules governing the use of facsimile equipment in the United States, the following sender information must be printed on every facsimile transmission:

- ❏ Your fax number
- ❏ Your personal name or company name
- ❏ Time and date of transmission

Your fax is already set to print this information at the top of every document you send, but you must register your fax unit's telephone number, your personal name or company name, the current date, and the current time with the features provided in the USER SETTINGS menu. (→16-4)

What is Sender Information?

After your fax is received, the other party will know immediately where it came from because your sender information will be printed at the top of every page you send.


12/31/1999 11:18 FAX 833 4423
WORLD ESTATE,INC.
→ ADAM BOOK,CPA ☑001
WORLD ESTATE, INC.
West 44th Street
New York, NY
U.S.A
Global Real Estate Consultants in the Heart of New York
December 28, 1999
Dear Member,
By now you have all had a chance to become familiar with your new Canon fax units and are ready to set up a reliable, economical communications network that offers many exciting features.
We can save money by scanning documents in the memory and then setting the delayed timer to send all the documents at the same time later at night to take advantage of late night rates.
Many of us are separated by long distances and reside in different time zones. We can set up the polling feature to poll and receive documents from each other when we are not in the office. For sensitive material about clients and confidential bids, we can set up and use the confidential mailbox features. We will also be able to keep down costs by limiting use of the fax to operators who know the correct department codes and passwords.
Relay sending is another money saver. We can designate one relay fax in your area, send one transmission from the home office on the East coast and then have the document relayed to you locally.
We hope you will have these features set up in the very near future so we can enjoy more efficient, secure, and ecomical facsimile communications.
DATE AND TIME
This is the date and time of the transmission.
TELEPHONE NUMBER
This is your fax telephone number. You can set TX TERMINAL ID feature to set the prefix for this number as FAX or TEL. (→16-5)
UNIT NAME OR SENDER'S NAME
This is the UNIT NAME or a sender name you select with the TTI Selector button when you scan the document for sending.
DESTINATION
If you dialed with a speed dialing button, the other party's name appears here.
PAGE NUMBER
The page number of the document.

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Note

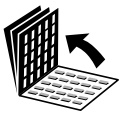
For documents that you *receive*, you can turn on the RX FOOTER feature which displays the date, time received, transaction number, and page number in the lower right corner of the document.(→16-15)

12/31/1999 FRI 03:57 [TX/RX NO 5015] ☑001

Registering the Sender Information (TX TERMINAL ID)

Follow this procedure to set the current date and time, register the number of your own fax unit, and register your name or company name.

1. Open the USER SETTINGS menu.



Data Registration

Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Set

Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

Set

Press **Set**.

```
USER SETTINGS
 1.DATE & TIME
```

Set

2. Open the DATE & TIME menu. Press **Set**.

```
DATE & TIME
 12/31/99          11:30
```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3. Register the date and time.

Use the buttons on the numeric keypad to enter the month, day, and year.

```
DATE & TIME
 01/02/00          11:30
```

Use the buttons on the numeric keypad to enter the current time.

- ❏ Use the 24-hour format to enter the time (e.g. 1:00 p.m. as 13:00).
- ❏ To set the year to 2000 or later, enter 00, 01, 02, ..., etc.
- ❏ Just enter the new number over the old number.
- ❏ You can also use the cursor buttons to move the cursor without changing a number entry.
- ❏ To restore the previous entry, press **Clear**.

```
DATE & TIME
 01/02/00          08:45
```

Press **Set.**

```
DATE & TIME
DATA ENTRY OK
```

```
USER SETTINGS
 2.UNIT TELEPHONE #
```

4. Enter the unit telephone number. The unit telephone number is the telephone number for your own fax.

Press **Set**.

```
UNIT TELEPHONE #
TEL =
```


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Use these buttons on the numeric keypad to enter your own fax number.

Data entry buttons

0-9	Enters a number.
Space	Enters a space (spaces are optional).
Delete	Deletes the rightmost digit of the number you are entering so you can enter a new digit.
Clear	Clears the entire entry if you want to start again.
+	Enters a plus sign (+).

You can register a number of up to 20 digits.

```
UNIT TELEPHONE #
TEL =          123  4567
```

Press **Set**.

```
UNIT TELEPHONE #
DATA ENTRY OK
```

5. Enter the unit name.

```
USER SETTINGS
 3.UNIT NAME
```

Press **Set**.

```
UNIT NAME              :A
     _
```

Use the buttons on the numeric keypad to enter a name of up to 24 characters.
You can enter letters in upper or lower case and enter numbers. In the upper right corner of the display you will see the letter A. This means you are in the text entry mode. Press the asterisk (*) button on the numeric keypad to switch the entry mode.

Display	Press keypad buttons to enter:
:A	Text
:1	Number

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Above each button on the numeric keypad, there is a group of letters. These are the letters you can enter with the button below.

Note

Each button contains the upper and lower case letters for its group of letters. (For example: ABCabc)

Press the button of the letter you want to enter. If the letter you want is not displayed first, keep pressing the button until the letter you want appears.

Note

If you go past the letter you want, just keep pressing the button until you see it again.

To enter a space:
Press **Space** to enter a space.

To enter a number:
Press ✻ to enter the number entry mode (:1).

Press the appropriate button on the numeric keypad to enter a number.

To enter a symbol:
These standard symbols are available for entry:
- . ✻ # ! " , ; : ^ ` _ = / | ' ? $ @ % & + ( ) [ ] { } < >

Press # until you see the symbol you want.

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To delete:
If you make a mistake and want to delete the entire entry so you can start again, press **Clear**.

To make a correction:
Press the left or right cursor button to move the cursor under the letter or number you want to change.

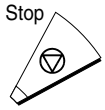
Press a button to enter a letter or number.

```
UNIT NAME                :A
    CANON DIV. #20
```

When you are finished entering the unit name, press **Set**.

```
UNIT NAME                :A
DATA ENTRY OK
```

This completes registering all of the required sender information for your fax.



6. Press **Stop** to return to standby.

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Registering Sender Names

Registering alternative sender names is optional but you may want to register sender names if many people are using the fax. If each user registers his or her personal name as a sender name, they can enter their sender name to replace the UNIT NAME printed at the top of documents they send. (→3-12)

Note

To enter the sender name, press **TTI Selector** when you scan the document for sending. (→6-6)

Registering a Sender Name

Follow this procedure to register sender names.

1. Open the USER SETTINGS menu. (→3-13)

2. Press the search buttons until you see the display below.

```
USER SETTINGS
 4.SENDER'S NAME
```

3. Press **Set**.

```
SENDER'S NAME
 01 :
```

4. Press the search buttons to display the number where you want to register your name.

   -if not-

   Use the buttons on the numeric keypad to enter the number.

   - ❑ Up to 19 numbers are available. One number can accept a single name entry.
   - ❑ If a name is already registered, you will see that name to the right of the number.

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❑ Keep pressing the search buttons until you see a number with no entry.

```
SENDER'S NAME
 05 :
```

5. Press **Set**.

```
SENDER'S NAME        :A
 05 : _
```

6. Use the buttons on the numeric keypad to enter a name of up to 24 characters. (→3-7)

```
SENDER'S NAME        :A
 05 : K.SMITH
```

7. When you are finished entering the name, press **Set**.

```
SENDER'S NAME        :A
DATA ENTRY OK
```

```
SENDER'S NAME
 06 :
```

Repeat the procedure to enter another name, or press **Stop** to return to standby.

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Changing or Erasing a Sender Name

1. Repeat steps 1 to 3 of the procedure you used to register the sender name. (→3-18)

2. Press the search buttons to display the name you want to edit or delete.

```
SENDER'S NAME
 10 : J. SMITH
```

3. Press **Set**.

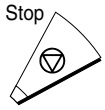
```
SENDER'S NAME        :A
 10 : J.SMITH
```

4. To change the sender name, use the buttons on the numeric keypad. (→3-7)

   -if not-

   To delete the sender name, press **Clear**.

5. When you are finished making changes, press **Set**.



6. Press **Stop** to return to standby.

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Using the Energy Saver Mode (For the LASER CLASS® 3170/3175 Only)

You can set the fax machine to enter a low-energy sleep mode after it remains idle for a specified length of time. This ensures that the fax machine consumes less power when it is not being used.

If you install either the optional Dual-line Upgrade Kit or the PCL6 Printer Board, this function will not work.

Turning the Energy Saver Feature ON

1. Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

2. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

3. Press the search buttons until you see the display below.

```
DATA REGISTRATION
 7.SYSTEM SETTINGS
```

4. Press **Set**.

```
SYSTEM SETTINGS
 1.PASSWORD
```

5. Press the search buttons until you see the display below.

```
SYSTEM SETTINGS
10.ENERGY SAVER
```


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6. Press **Set**.

```
ENERGY SAVER
                    OFF
```

7. Press a search button to display ON.

```
ENERGY SAVER
                     ON
```

8. Press **Set**.

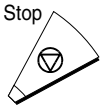
```
ENERGY SVR TIME
                  03MIN.
```

9. Use the buttons on the numeric keypad to enter a number for the time (minutes) you want the fax machine to remain idle before it automatically enters the low-energy sleep mode. You can set a time from 03 to 30 minutes.

```
ENERGY SVR TIME
                  30MIN.
```

10. Press **Set**.

```
SYSTEM SETTINGS
11.PHONE NO. CHECK
```



11. Press **Stop** to return to standby.

After the fax machine enters the energy saver mode, only the energy saver indicator on the operation panel remains on and the LCD display shows:

```
ENERGY SAVER
```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Returning to the Full Power Mode

The display tells you the fax has entered the energy saver mode with this message:

```
ENERGY SAVER
```

The indicator under the energy saver button to the right of the LCD display will also light red.

To restore the full power mode, press the **Energy Saver** button. While the fax machine is powering up, PLEASE WAIT is displayed for a few moments.

```
PLEASE WAIT
```

While the fax unit is powering up, you can perform any operation.

The following actions will automatically restore the full power mode:

- ❏ Receiving a document.
- ❏ Printing an Activity Management report pre-set for printing.
- ❏ Answering a call.

You can awaken the fax from the low-energy sleep mode by:

- ❏ Pressing the **Energy Saver** button.
- ❏ Setting a document on the fax for sending or copying.

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The fax *does not* enter the energy saver mode in the following cases:

- ❏ When documents are stored in the memory.
- ❏ When a paper or document jam has occurred, when the paper cassettes have run out of paper, or when the toner cartridge has run out of toner.
- ❏ When a document has been fed into the automatic document feeder (ADF).
- ❏ When you install either the optional Dual-line Upgrade Kit or PCL6 Printer Board.

Note

You cannot press the **Energy Saver** button to put the fax in the energy saver mode. The fax enters the energy saver mode only after the specified time has elapsed.

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Chapter 4
Setting Up and Using Speed Dialing

This chapter introduces some basic dialing features then shows you how to set up the speed dialing buttons.

Speed dialing includes One-touch Speed Dialing, Coded Speed Dialing, and Group Dialing. Directory dialing, also described in this chapter, allows you to locate a number for dialing by searching names and numbers registered on the fax for speed dialing.

After you set up your speed dialing buttons, we recommend that you occasionally print a list of all telephone numbers registered in the fax and store it for reference. (→14-2)

❏ Read This before Entering Telephone Numbers 4-2
- Entering Pauses for Dialing 4-2
- Adjusting the Length of a Pause 4-3

❏ What is Speed Dialing? 4-5

❏ Setting Up One-touch Speed Dialing 4-6

❏ Setting Up Coded Speed Dialing 4-15

❏ Setting Up Group Dialing 4-24

❏ Using Speed Dialing 4-29
- Using One-touch Speed Dialing 4-29
- Using Coded Speed Dialing 4-31
- Using Group Dialing 4-33

❏ Using Directory Dialing 4-35

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Read This before Entering Telephone Numbers

Read this section before you register numbers for speed dialing, especially if your site has special dialing requirements like dialing through a PBX.

Entering Pauses for Dialing

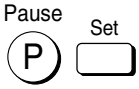
If your fax is connected to a switchboard or PBX (private branch exchange), you may have to dial a number to connect to an outside line. The outside number must also be registered with the fax number. The switching system may also require that you insert a pause after the outside number. For further assistance, contact your local authorized Canon dealer sales or service representative or your local telephone company.
Follow this procedure to enter a pause during regular dialing or when registering a number for a speed dialing button.

1. When you come to a step that asks you to enter a number for dialing, use the buttons on the numeric keypad to enter the number.

```
TELEPHONE NUMBER
TEL = 03_
```

2. To enter a pause between two numbers, press **Pause**. After you enter the next number, the “P” changes to a small “p”.

```
TELEPHONE NUMBER
TEL = 03P_
```



3. To enter a pause at the end of a number, press **Pause** then press **Set**. The pause at the end of a number appears as an upper case “P”.

```
TELEPHONE NUMBER
TEL = 03p123   4567P
```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Keep in mind these important points about pauses:

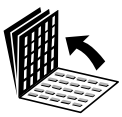
- ❑ A pause entered within a number (p) is 2 seconds long.
- ❑ You can add consecutive pauses (pp) with the **Pause** button. Each additional pause adds 2 seconds to the pause time.
- ❑ You can change the length of a pause entered within a number.(→ below)
- ❑ A pause at the end of a number (P) is 10 seconds long.
- ❑ You may have to insert one or more pauses at the end of a number to dial an overseas number.
- ❑ You cannot insert a pause when you dial using the numeric keypad after pressing **Hook** or after picking up the handset.

Adjusting the Length of a Pause

Follow this procedure to adjust the length of a pause entered within a number.

Note

This procedure is effective only for adjusting the length pauses entered within telephone numbers. The 10-second pause entered at the end of a number cannot be adjusted.



Data Registration

1. Open the TX SETTINGS menu.
   Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Set

2. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```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Press the search buttons until you see the display below.

```
DATA REGISTRATION
 3.TX SETTINGS
```

3. Press **Set**.

```
TX SETTINGS
 1.ECM TX
```

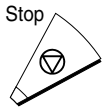
Press the search buttons until you see the display below.

```
TX SETTINGS
 2.MID PAUSE SET
```

4. Press **Set**.

```
MID PAUSE SET
              02SEC
```

5. Use the buttons on the numeric keypad to enter a new time. You can enter a number from 01 to 15 seconds. Then press **Set**.



6. Press **Stop** to return to standby.

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What is Speed Dialing?

Speed dialing allows you streamline and customize dialing procedures by registering a telephone number and other important settings so you can start a document transmission while pressing only a few buttons.

The three methods of speed dialing include:

One-touch Speed Dialing

One-touch Speed Dialing allows you to start a document transmission by pressing only one button. You can register up to 72 destinations for One-touch Speed Dialing. The first group of buttons numbered 1 to 25 are on the operation panel. Open the first panel to see buttons 26 to 50, then the second panel to see the last set of buttons 51 to 72.

Coded Speed Dialing

Coded Speed Dialing allows you to start a document transmission by pressing the **Coded Dial** button followed by a three-digit code of your choice. While Coded Speed Dialing requires you to press more buttons, it allows you to register up to 128 numbers.

Group Dialing

Group Dialing allows you to dial a group of registered One-touch or Coded Speed Dialing fax numbers. By registering each group for One-touch (or Coded Speed dialing) buttons, you press only one (or four buttons) to send the same document to several locations.

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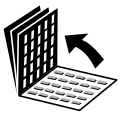
Setting Up One-touch Speed Dialing

One-touch Speed Dialing allows you to dial a number and send a document at the press of one button. You can register up to 72 fax numbers, one for every One-touch Speed Dialing button on the operation panel. In addition to the telephone number and name of the other party, you can set the timer for the transmission as well as enter other important settings.

Follow this procedure to register a telephone number for One-touch Speed Dialing.



Data Registration

1. Open the One-touch Speed Dialing menu.
   Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Press the search buttons until you see the display below.

```
REGISTRATION
 2.TEL REGISTRATION
```

Set

Press **Set**.

```
TEL REGISTRATION
 1.1-TOUCH SPD DIAL
```

Set

Press **Set**.

```
1-TOUCH SPD DIAL
 01 =
```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2. Specify the One-touch Speed Dialing button that you want to register.

Press the search buttons to scroll the display. Press the down search button to scroll to the next number or press the up search button to scroll to the previous number.

-if not-

Close the appropriate One-touch Speed Dialing panel and press the One-touch Speed Dialing button that you want to register.

Note

If a number is already registered for a button, you will see that number displayed. If a button is registered for Group Dialing, you will see GROUP DIAL.

```
1-TOUCH SPD DIAL
 10 =
```

Set

With the number of the button you want to register displayed on the LCD, press **Set**.

```
1-TOUCH SPD DIAL
 1.TELEPHONE NUMBER
```

Set

3. Press **Set**.

```
TELEPHONE NUMBER
TEL =_
```

Enter the telephone number.

- ❏ Use the buttons on the numeric keypad to enter the fax number.
- ❏ To enter a space, press **Space**. Spaces are optional and ignored during dialing.
- ❏ After you have entered the number if you see that one of the digits is incorrect, press the left cursor key (◀) to move the cursor to the digit you want to correct and press **Delete**. Then enter the correct number.

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❑ If you make a mistake, press **Clear** to erase the number and start again.

```
TELEPHONE NUMBER
TEL =123  4567_
```

4. Press **Set.**

```
TELEPHONE NUMBER
DATA ENTRY OK
```

```
1-TOUCH SPD DIAL
 2.NAME
```

5. Enter a name.
Press **Set**.

```
NAME                    :A
      _
```

Use the buttons on the numeric keypad to enter a name for the number up to 16 characters long. (→3-7)

```
NAME                    :A
      CANON U.S.A. NY
```

6. Press **Set**.

```
NAME                    :A
DATA ENTRY OK
```

```
1-TOUCH SPD DIAL
 3.OPTIONAL SETTING
```

This completes the minimum settings for registering a One-touch Speed Dialing button.

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To stop here and register another button

Data Registration

Press **Data Registration**.
Repeat the procedure from step 2.

Stop

To end the procedure and return to standby

Press **Stop**.

To perform the optional settings

7. Open the OPTIONAL SETTING menu.

Set

Press **Set**.

```
OPTIONAL SETTING
                    OFF
```

▲ ▼

Press the search buttons until you see the display below.

```
OPTIONAL SETTING
                     ON
```

Set

Press **Set**.

```
OPTIONAL SETTING
  1.SET TIME
```

8. Set the time for the transmission.

❑ If you set the timer for the One-touch Speed Dialing button, every document you send with this button will be sent at the same time every day.

❑ You can set up to 5 different times in a 24-hour period for sending.

❑ You can use this feature together with BATCH TX. If BATCH TX is ON, the documents will be grouped and sent together at the preset time. The fax unit will make only one phone call, saving you time and money. (→16-34)

Set

Press **Set**.

```
SET TIME
1:                  :
```


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Set

Press **Set** again.

```
SET TIME
                    _ :
```

Use the buttons on the numeric keypad to enter the time. Enter the time in the 24-hour format (e.g. 1:00 p.m. as 13:00).

```
SET TIME
                   00:30
```

Note

If you want to clear the time you have set, do the procedure from the beginning and press **Clear** at this step, then press **Set**.

Set

Press **Set**.

```
SET TIME
2:                  :
```

Set

Press **Set**.

```
SET TIME
                    _ :
```

Set

Enter another time and press **Set**. You can register up to 5 sending times.

Data Registration

To continue registration for the current button, press **Data Registration**. Then go to step 9.

```
OPTIONAL SETTING
 2.TX TYPE
```

-if not-

Stop

To end registration and return to standby, press **Stop**.

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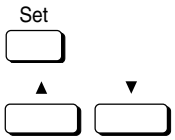

9. Perform the transmission type settings.
Press **Set**. Then press the search buttons to display the transmission type items.

TX TYPE REGULAR TX

TX TYPE POLLING RX

For details about using ITU-T subaddresses and passwords, see the description of setting up and using a memory box. (→8-12)

The TX TYPE menu includes these items:

REGULAR TX	Designates the transaction as a normal transmission with no special features. *You can cancel the currently set TX TYPE by selecting REGULAR TX.*
CONFIDENTIAL TX	Designates the transaction as a transmission to a confidential mailbox. Press **Set** then enter the subaddress and password for the confidential mailbox.(→10-10)
1.PASSWORD	The ITU-T password for the other party's confidential mailbox.
2.SUBADDRESS	The ITU-T subaddress for the other party's confidential mailbox.
ORIG RELAY TX	Designates the transaction as a relay transmission with your fax as the originator. Press **Set** then enter the subaddress and password for the relay broadcast.(→9-10)
1.PASSWORD	The ITU-T password for the relay broadcast.
2.SUBADDRESS	The ITU-T subaddress for the relay broadcast.

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PSWD/SUBADDRESS	Allows you to enter an ITU-T password or subaddress for the transmission. (→6-28)
1.PASSWORD	The ITU-T password for the transmission.
2.SUBADDRESS	The ITU-T subaddress for the transmission.
POLLING RX	Allows you to set a One-touch Speed Dialing button to poll another fax every time you use it to dial. Press **Set** then enter the ITU-T subaddress and password.(→11-3)
1.PASSWORD	The ITU-T password for the other party's polling box.
2.SUBADDRESS	The ITU-T subaddress for the other party's polling box.

Display the TX TYPE you wish to register, then press **Set**. Next, set the ITU-T password and subaddress for the feature you selected.

You can cancel the currently set TX TYPE by selecting REGULAR TX.

Note

Only one feature can be set for TX TYPE. The next time you open the TX TYPE menu to change the setting, you will see the currently set item displayed first.

```
OPTIONAL SETTING
 3.LONG DISTANCE
```

10. If you experience transmission errors during long distance sending, change the long distance setting.

```
OPTIONAL SETTING
 3.LONG DISTANCE
```

Press **Set.**

```
LONG DISTANCE
              DOMESTIC
```


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Press the search buttons until you see the display you want.

```
LONG DISTANCE
      LONG DISTANCE (1)
```

Select LONG DISTANCE (1) and try to send the document again. If this setting does not solve the problem, try settings (2) and (3).

Press **Set**.

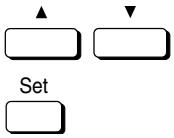
```
OPTIONAL SETTING
 4.TX SPEED
```

11. Change the transmission speed if it takes a long time for your document transmissions to begin.

Press **Set**.

```
TX SPEED
                33600bps
```

If your document transmissions are slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a lower speed. You can select 33600, 14400, 9600, or 4800 bps.



Press the search buttons to display the speed you want to select. Then press **Set**.

```
OPTIONAL SETTING
 5.ECM
```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12. Turn ECM off or on.

Press **Set**.

```
ECM
                    ON
```

Press the search buttons to display OFF or ON.

ECM (error correction mode) reduces system and line errors during sending or receiving with another fax that supports ECM. Otherwise, this setting is ignored. If transmission speed appears to be extremely slow, you may be able to speed up transmission time by turning ECM off.

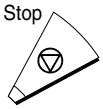
Press **Set**.

```
1-TOUCH SPD DIAL
 11 =
```

This completes all settings for telephone registration of a One-touch Speed Dialing button.

If you want to set up other buttons, repeat from step 2.

-if not-



Press **Stop** to return to standby.

13. After you register a number for One-touch Speed Dialing, make sure you write the name of the other party on a destination label and stick it on the One-touch Speed Dialing panel above the number of the One-touch Speed Dialing button where the number is registered.

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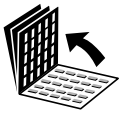
Setting Up Coded Speed Dialing

Coded Speed Dialing allows you to dial a number and send a document by pressing four buttons. First you press **Coded Dial** and then enter a three-digit code. You can register up to 128 fax numbers for this speed dialing method. In addition to the telephone number and name of the other party, you can set the timer for the transmission and as well as enter other important settings identical to those for One-touch Speed Dialing.

Follow this procedure to register a telephone number for Coded Speed Dialing.

1. Open the Coded Speed Dialing menu.



Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Press the search buttons until you see the display below.

```
REGISTRATION
 2.TEL REGISTRATION
```

Press **Set**.

```
TEL REGISTRATION
 1.1-TOUCH SPD DIAL
```

Press the search buttons until you see the display below.

```
TEL REGISTRATION
 2.CODED SPD DIAL
```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Press **Set**.

```
CODED SPD DIAL
*000 =
```

2. Specify the Coded Speed Dialing code that you want to register.

Press **Coded Dial**. Then use the buttons on the numeric keypad to enter a three-digit code (000-127).

-if not-

Press the search buttons to scroll the display. Press the down search button to scroll to the next number or press the up search button to scroll to the previous number.

If a telephone number is already registered for a three-digit code, you will see that number displayed. If a button is registered for Group Dialing, you will see GROUP DIAL displayed.

```
CODED SPD DIAL
*012 =
```

With the code you want to register displayed on the LCD, press **Set**.

```
CODED SPD DIAL
 1.TELEPHONE NUMBER
```

Press **Set** again.

```
TELEPHONE NUMBER
TEL= _
```


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3. Enter the telephone number.

- ❏ Use the buttons on the numeric keypad to enter the number.
- ❏ To enter a space, press **Space**. Spaces are optional and ignored during dialing.
- ❏ After you have entered the number if you see that one of the digits is incorrect, press the left cursor key (◀) to move the cursor to the digit you want to correct and press **Delete**. Then enter the correct number.
- ❏ If you make a mistake, press **Clear** to erase the number and start again.

```
TELEPHONE NUMBER
TEL =123   4567_
```

Press **Set.**

```
TELEPHONE NUMBER
DATA ENTRY OK
```

```
CODED SPD DIAL
 2.NAME
```

4. Enter a name.
Press **Set**.

```
NAME                    :A
      _
```

Use the buttons on the numeric keypad to enter a name for the number up to 16 characters long. (→3-7)

```
NAME                    :A
      CANON CANADA
```


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Set

Press **Set**.

```
NAME                    :A
DATA ENTRY OK
```

```
CODED SPD DIAL
 3.OPTIONAL SETTING
```

This completes the minimum settings for registering a three-digit Coded Speed Dialing code.

Data Registration

To stop here and register another code
Press **Data Registration**.
Repeat the procedure from step 2.

Stop

To end the procedure and return to standby
Press **Stop**.

To perform the optional setting

Set

5. Press **Set** to continue.

```
OPTIONAL SETTING
                        OFF
```

▲ ▼

Press the search buttons until you see the display below.

```
OPTIONAL SETTING
                         ON
```

Set

Press **Set**.

```
OPTIONAL SETTING
 1.SET TIME
```

6. Set the time for the transmission.
   - ❏ If you set the timer for the Coded Speed Dialing code, every document you send with this code will be sent at the same time every day.
   - ❏ You can set up to 5 different times in a 24-hour period for sending.
   - ❏ You can use this feature together with BATCH TX. If BATCH TX is ON, the documents will be grouped and sent together at the preset time. The fax unit will make only one phone call, saving you time and money.(→16-34)

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Press **Set.**

```
SET TIME
1:                    :
```

Press **Set** again.

```
SET TIME
                    _ :
```

Use the buttons on the numeric keypad to enter the time. Enter the time in the 24-hour format (e.g. 1:00 p.m. as 13:00).

```
SET TIME
                    00:30
```

Note

If you want to clear the time you have set, do the procedure from the beginning and press **Clear** at this step, then press **Set**.

Press **Set**.

```
SET TIME
2:                    :
```

Press **Set**.

```
SET TIME
                    _ :
```

Enter another time and press **Set**. You can register up to 5 sending times.

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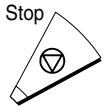
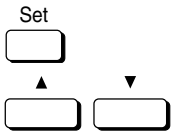
To continue registration for the current button, press **Data Registration**. Then go to step 7.

```
OPTIONAL SETTING
 2.TX TYPE
```

-if not-



To end registration and return to standby, press **Stop.**



7. Perform the transmission type settings.
Press **Set**. Then press the search buttons to display the transmission type items.

```
TX TYPE
              REGULAR TX
```

```
TX TYPE
              POLLING RX
```

For details about using ITU-T subaddresses and passwords, see the description of setting up and using a memory box. (→8-11)

The TX TYPE menu includes these items:

REGULAR TX	Designates the transaction as a normal transmission with no special features. *You can cancel the currently set TX TYPE by selecting REGULAR TX.*
CONFIDENTIAL TX	Designates the transaction as a transmission to a confidential mailbox. Press **Set** then enter the subaddress and password for the confidential mailbox. (→10-10)
1.PASSWORD	The ITU-T password for the other party's confidential mailbox.
2.SUBADDRESS	The ITU-T subaddress for the other party's confidential mailbox.

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ORIG RELAY TX	Designates the transaction as a relay transmission with your fax as the originator. Press **Set** then enter the subaddress and password for the relay broadcast. (→9-10)
1.PASSWORD	The ITU-T password for the relay broadcast.
2.SUBADDRESS	The ITU-T subaddress for the relay broadcast.
PSWD/SUBADDRESS	Allows you to enter an ITU-T password or subaddress for the transmission. (→6-28)
1.PASSWORD	The ITU-T password for the transmission.
2.SUBADDRESS	The ITU-T subaddress for the transmission.
POLLING RX	Allows you to set a Coded Speed Dialing button to poll another fax every time you use it to dial. Press **Set** then enter the ITU-T subaddress and password. (→11-3)
1.PASSWORD	The ITU-T password for the other party's polling box.
2.SUBADDRESS	The ITU-T subaddress for the other party's polling box.

Display the TX TYPE you wish to register then press **Set**. Next, set the ITU-T password and subaddress for the feature you just selected.

You can cancel the currently set TX TYPE by selecting REGULAR TX.

Note

Only one feature can be set for TX TYPE. The next time you open the TX TYPE menu to change the setting you will see the currently set item displayed first.

OPTIONAL SETTING
3.LONG DISTANCE

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8. If you experience transmission errors during long distance sending, change the long distance setting.

OPTIONAL SETTING 3.LONG DISTANCE

Press **Set**.

LONG DISTANCE DOMESTIC

Press the search buttons until you see the display you want.

LONG DISTANCE LONG DISTANCE (1)

Select LONG DISTANCE (1) and try to send the document again. If this setting does not solve the problem, try settings (2) and (3).

Press **Set**.

OPTIONAL SETTING 4.TX SPEED

9. Change the transmission speed if it takes a long time for your document transmissions to begin.

Press **Set**.

TX SPEED 33600bps

Note

If your document transmissions are slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a lower speed. You can select 33600, 14400, 9600, or 4800 bps.

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Press the search buttons to display the speed you want to select. Then press **Set**.

Set

```
OPTIONAL SETTING
 5.ECM
```

10. Turn ECM off or on.

Set

Press **Set**.

```
ECM
                    ON
```

Press the search buttons to display OFF or ON.

Note

ECM (error correction mode) reduces the effect of system and line errors on documents that occur during sending or receiving with another fax that supports ECM. Otherwise, this setting is ignored. If transmission speed appears to be extremely slow, you may be able to speed up transmission time by turning ECM off.

Set

Press **Set**.

```
CODED SPD DIAL
*013 =
```

This completes all settings for telephone registration of Coded Speed Dialing codes.

If you want to set up other codes, repeat from step 2.

-if not-

Stop

Press **Stop** to return to standby.

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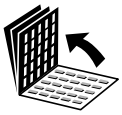
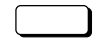
Setting Up Group Dialing

Group Dialing allows you to register several telephone numbers for One-touch Speed Dialing or for Coded Speed Dialing so you can dial a large group of numbers by pressing a One-touch Speed Dialing button, or by pressing **Coded Dial**, followed by a three-digit code. Telephone numbers already registered for One-touch or Coded Speed Dialing can be registered as members of the group.

Follow this procedure to register a group of telephone numbers for Group Dialing.



1. Open the Group Dialing menu.
   Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.




```
REGISTRATION
 1.DATA REGISTRATION
```

Press the search buttons until you see the display below.

```
REGISTRATION
 2.TEL REGISTRATION
```

Press **Set**.

```
TEL REGISTRATION
 1.1-TOUCH SPD DIAL
```

Press the search buttons until you see the display below.

```
TEL REGISTRATION
 3.GROUP DIAL
```

Press **Set**.

```
GROUP DIAL
 01 =
```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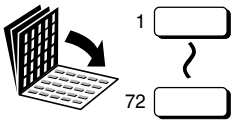
2. Register the group of numbers for a One-touch Speed Dialing button or for a Coded Speed Dialing code.

To register the group for a One-touch Speed Dialing button
Press the search buttons to scroll the number display. Press the down search button to scroll to the next number or press the up search button to scroll to the previous number.

-if not-



Close the appropriate One-touch Speed Dialing panel and press the One-touch Speed Dialing button you want to register.

If a number is already in use, you will see 1-TOUCH SPD DIAL, CODED SPD DIAL or GROUP DIAL is displayed.

With an empty button number displayed, press **Set**.

To register the group for Coded Speed Dialing
Press **Coded Dial**.

Use the buttons on the numeric keypad to enter the three-digit code you want to use for group dialing (000-127).

```
GROUP DIAL
*020=
```

Press **Set**.

```
GROUP DIAL
 1.TELEPHONE NUMBER
```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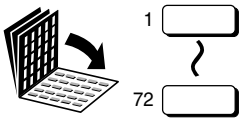
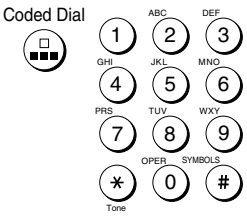
3. Register all the numbers for the group.
Press **Set**.

```
TEL =
```



To register a One-touch Speed Dialing button
Close the appropriate One-touch Speed Dialing panel.
Press the One-touch Speed Dialing button with the telephone number you want to include in the group.



To register a Coded Speed Dialing button
Press **Coded Dial** then use the numeric keypad to enter the three-digit code where the telephone number you want to include in the group is registered.

You can enter up to 199 numbers.

When you are finished entering telephone numbers, press **Set**.

```
GROUP DIAL
 2.NAME
```

4. Enter a name for the group.

Press **Set**.

```
NAME                    :A
     _
```

Use the buttons on the numeric keypad to enter a name for the number up to 16 characters long. (→3-7)

```
NAME                    :A
     CANON GROUP A
```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Set

Press **Set**.

```
NAME                    :A
DATA ENTRY OK
```

```
GROUP DIAL
  3.SET TIME
```

5. Set the time for the group transmission.
   - ❏ This setting is optional. If you do not set the timer, the transmission will begin after you press the One-touch Speed Dialing button, or press **Coded Dial** followed by a three-digit code, for the group.
   - ❏ If you set the timer for the Group Dialing code, every document you send with this code will be sent at the same time every day.
   - ❏ You can set up to 5 different times in a 24-hour period for sending.
   - ❏ You can use this feature together with BATCH TX. If BATCH TX is ON, the documents will be grouped and sent together at the preset time. The fax unit will make only one phone call, saving you time and money. (→16-34)

Set

Press **Set**.

```
SET TIME
1:                      :
```

Set

Press **Set** again then use the buttons on the numeric keypad to enter the time. Enter the time in the 24-hour format (e.g. 1:00 p.m. as 13:00).

```
SET TIME
                        00:30
```

Set

Press **Set**.

```
SET TIME
2:                      :
```


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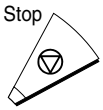
6. Press **Set**, enter another time, and press **Set**. You can register up to 5 sending times.

-if not-

To continue registering another group, press **Data Registration**.

-if not-



To end registration and return to standby, press **Stop**.

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Using Speed Dialing

Follow the procedures in this section to use speed dialing. The three speed dialing methods are One-touch Speed Dialing, Coded Speed Dialing, and Group Dialing. If you forget where a number is registered, you can find it and dial it with directory dialing. (→4-35)

Using One-touch Speed Dialing

Follow this procedure to start a transmission and send a document at the press of a One-touch Speed Dialing button.

Note

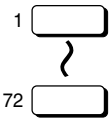
To use this feature, you must first register a telephone number for One-touch Speed Dialing. (→4-6)

1. Set the document on the fax. (→6-3)

   Set the document resolution, contrast, and document type. (→6-4)

   You can also select a sender's name with the **TTI Selector**. (→6-6)

   ```
   DOCUMENT READY
   ```



2. Press the One-touch Speed Dialing button where the telephone number you want to dial is registered.

   If you do not see the number of the button you want, open the first or second One-touch Speed Dialing panel to see more buttons. After 5 seconds, the fax starts to send the document.

   ```
   TEL =          123 4567
    01 CANON USA
   ```

   ```
   TRANSMIT            0025
   SCANNING DOC.    P.001
   ```

   You will see a series of brief, alternating messages that tell you the fax is dialing, calling, then transmitting the document. The number being dialed, name of the other party, and the transaction number of the document are also displayed.

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Here are some important points you should keep in mind when you use One-touch Speed Dialing:

- ❏ To start scanning immediately, press **Start/Scan**. Otherwise the fax will wait 5 seconds before it starts scanning. This timeout feature can be turned off. (→16-11)

- ❏ To locate and press the correct button, you may have to open the One-touch Speed Dialing panels.

- ❏ The fax will not dial the number registered for the One-touch Speed Dialing button until you set the document on the fax for sending. If you press the button before you load the document, the fax will prompt you:

  SET DOCUMENT

- ❏ If you press a One-touch Speed Dialing button where no number has been registered, the fax tells you:

  NO TEL#
  12

- ❏ If you want to cancel the transmission after you press a One-touch Speed Dialing button, press **Stop**. (→6-8)

- ❏ When you come to a step in any procedure where you have to dial a number, you can press a One-touch Speed Dialing button to dial.

Note

When you register a number for One-touch Speed Dialing, Coded Speed Dialing and Group Dialing, you can, as an option, set the time you want your document to go out (up to 5 different times in a day). If you are using a speed dial button that was set by someone else, and you would like your document to go out at the preset time, verify if the preset time feature is being used for that button. (→4-9, 4-18, 4-27, 16-34)

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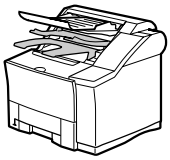
Using Coded Speed Dialing

Follow this procedure to start a transmission and send a document at the press of the **Coded Dial** button followed by a three-digit code.

Note

To use this feature, you must first register a telephone number for Coded Speed Dialing. (→4-15)



1. Set the document on the fax. (→6-3)

   Set the document resolution, contrast, and document type. (→6-4)

   You can also select a sender's name with the **TTI Selector**. (→6-6)

   ```
   DOCUMENT READY
   ```

Coded Dial

2. Press **Coded Dial** once.

   ```
   TEL =
   *
   ```

3. Use the buttons on the numeric keypad to enter the three-digit code of the telephone number you want to dial (000-127). After 5 seconds, the fax starts to send the document.

   ```
   TEL =              123 4567
   *001 CANON ONTARIO
   ```

   ```
   TRANSMIT           0026
   SCANNING DOC.   P.001
   ```

   You will see a series of brief, alternating messages that tell you the fax is dialing, calling, then transmitting the document. The number being dialed, name of the other party, and the transaction number of the document are also displayed.

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Here are some important points you should keep in mind when you use Coded Speed Dialing:

- ❏ To start scanning immediately, press **Start/Scan**. Otherwise the fax will wait 5 seconds before it starts scanning. This timeout feature can be turned off. (→16-11)

- ❏ The fax will not dial the Coded Speed Dialing number until you set the document on the fax for scanning. If you press the buttons before you load the document, the fax will prompt you:

  ```
  SET DOCUMENT
  ```

- ❏ If you press **Coded Dial** and a three-digit code where no numbers are registered, the fax tells you:

  ```
  NO TEL #
  ∗013
  ```

- ❏ If you want to cancel the transmission after you press the buttons for Coded Speed Dialing, press **Stop**.

- ❏ When you come to a step in any procedure where you have to dial a number, you can press the buttons for Coded Speed Dialing to dial.

Note

When you register a number for One-touch Speed Dialing, Coded Speed Dialing and Group Dialing, you can, as an option, set the time you want your document to go out (up to 5 different times in a day). If you are using a speed dial button that was set by someone else, and you would like your document to go out at the preset time, verify if the preset time feature is being used for that button. (→4-9, 4-18, 4-27, 16-34)

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Using Group Dialing

Follow this procedure to start a transmission and send a document to several destinations with a One-touch or Coded Speed dialing number registered for group dialing.

Note

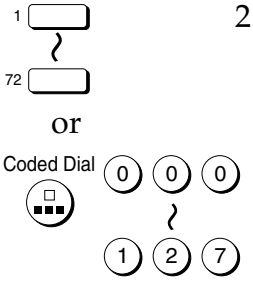
To use this feature, you must first register a group of telephone numbers for One-touch or Coded Speed Dialing. (→4-24)

1. Set the document on the fax. (→6-3)

   Set the document resolution, contrast, and document type. (→6-4)

   You can also select a sender's name with the **TTI Selector**. (→6-6)

   DOCUMENT READY



2. Press the One-touch Speed Dialing button, or press **Coded Dial** followed by the three-digit code, where the group of telephone numbers you want to dial is registered.

The fax starts to send the document.

TEL =GROUP DIAL
01 CANON USA

TRANSMIT 0025
SCANNING DOC. P.001

You will see a series of brief, alternating messages that tell you the fax is dialing, calling, then transmitting the document. The number being dialed, name of the other party, and the transaction number of the document are also displayed.

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Here are some important points you should keep in mind when you use Group Dialing:

- To start scanning immediately, press **Start/Scan**. Otherwise the fax will wait 5 seconds before it starts scanning. This timeout feature can be turned off. (→16-11)

- The fax will not dial the numbers for the Group Dialing number until you set the document on the fax. If you press the One-touch Speed Dialing button or press **Coded Dial** followed by a three-digit code, before you load the document, the fax will prompt you:

```
SET DOCUMENT
```

- If you press a One-touch Speed Dialing button, or press **Coded Dial** followed by a three-digit code, where no number has been registered, the fax will display:

```
NO TEL#
 12
```

If you want to cancel the transmission after you press a One-touch or Coded Speed Dialing button, press **Stop**.

Note

When you register a number for One-touch Speed Dialing, Coded Speed Dialing and Group Dialing, you can, as an option, set the time you want your document to go out (up to 5 different times in a day). If you are using a speed dial button that was set by someone else, and you would like your document to go out at the preset time, verify if the preset time feature is being used for that button. (→4-9, 4-18, 4-27, 16-34)

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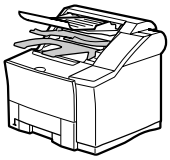
Using Directory Dialing

Follow this procedure to look up the other party's name and retrieve the number for dialing. This feature is convenient when you know the other party's name but cannot recall the One-touch Speed Dialing button ,the code for Coded Speed Dialing, or Group Dialing where the number is registered.



1. Set the document on the fax. (→6-3)

   Set the document resolution, contrast, and document type. (→6-4)

   You can also select a sender's name with the **TTI Selector**. (→6-6)

2. Press **Directory**.

   ```
   DIRECTORY DIAL
   1ST LETT OF NAME     :A
   ```

3. Press a numeric keypad button to enter the first letter of the name of the party you are searching for.

   For example, if you press **PRS** the first name and number registered for this button letter group is displayed.

   ```
   TEL =              123  4567
    10 PACIFIC BEACH
   ```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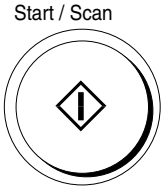
4. Press the directory search buttons on the front of the operation panel to display the other names and numbers registered for the button letter group.

```
TEL =              123  4567
 12 SOUTHWEST
```

- ❏ The names for One-touch Speed Dial are prefixed with two digits and the names for Coded Speed Dial numbers are prefixed with an asterisk (✻) and three digits.
- ❏ When you reach the last number and name registered for the letter group, you will return to the first number and name in the group.
- ❏ To see numbers and names registered for other letter groups, ABC for example, you will have to press the **ABC** button on the numeric keypad.
- ❏ After you press a button, if you see NO TEL# in the display, this means there are no names that begin with a letter of the button you just pressed.
- ❏ After you press the directory search keys, if the display does not change this means only one name and number is registered for the button you just pressed.



5. With the telephone number you want to dial displayed, press **Start/Scan** to start the document transmission.

```
TRANSMIT           0031
SCANNING DOC.    P.001
```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Chapter 5
Using the Fax as a Copier

This chapter describes all the settings and procedures for using the fax unit as a copier.

❏ Preparing the Document 5-2
❏ Setting a Document on the Fax 5-3
❏ Performing the Document Settings 5-4
❏ Making Copies 5-6

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Preparing the Document

Follow these simple guidelines to check your document before you set the document on the fax for copying.

- ❏ For best results, load only documents of recommended standard size and weight. Refer to Appendix B. (→B-1)
- ❏ The document guides on the document feeder tray can be adjusted to the width of non-standard size paper. For best results, however, all sheets in the stack should be of the same width.
- ❏ Although the document guides on the document feeder tray indicate 11 × 17 in. size and such a document can be set on the document feeder tray, the effective scanning width is up to B4 size (10 in.).
- ❏ To avoid document jams, never feed thick documents or documents backed with carbon paper.
- ❏ To avoid document jams and possible damage to the fax, avoid wrinkled or creased paper, carbon paper, curled paper, coated paper, and onion skin or other very thin paper.
- ❏ The fax does not scan completely to the edges of the paper and anything beyond this recommended margin will not be scanned for copying. See Appendix B and check your document. (→B-2)
- ❏ To avoid paper jams or damaging the fax, inspect the document carefully and make sure it is free of pins, staples, paper clips, and other metal fasteners.
- ❏ Make sure all the documents are dry. They should not have wet ink, glue, or paste on their surfaces.
- ❏ Before you feed a stack of documents into the fax, make sure all the pages are the same size and thickness. Do not attempt to feed documents of mixed sizes and thickness in the same stack.

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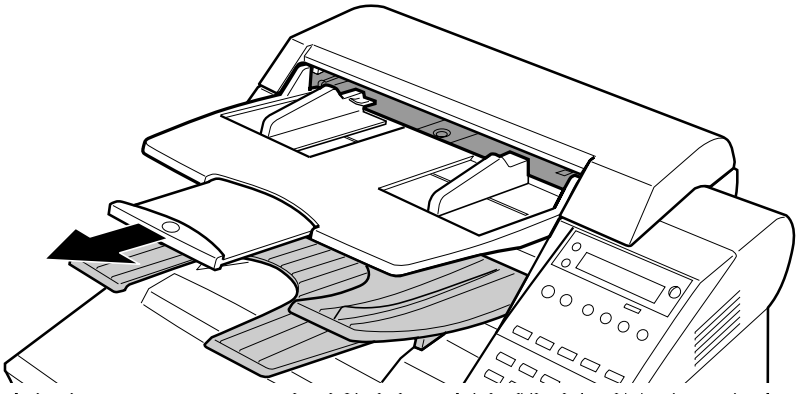
Setting a Document on the Fax

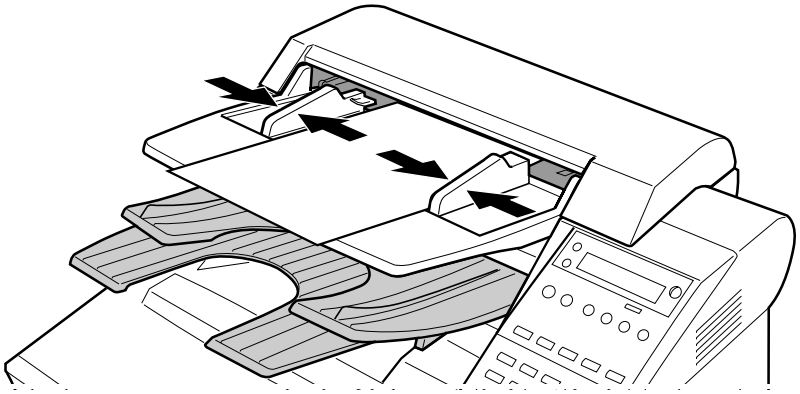
You can set a stack of up to 50 letter- or A4-size pages, or 20 legal- or 11 × 17 in.- or B4-size pages into the fax for copying. However, the effective scanning width is up to B4 size (10 in.).

1. Place the document *face up* on the document feeder tray of the fax unit.

2. If the document is too long for the document feeder tray (e.g. legal size, 11 × 17 in. size), pull out the document extension tray.



3. Slide the document guides to fit the width of the document.



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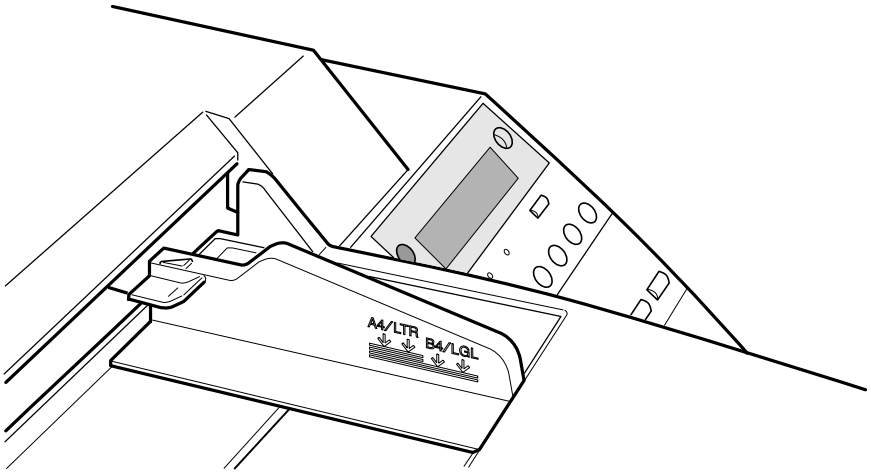
4. Make sure the document is below the load limit marks for A4/LTR and B4/LGL sizes.



5. Insert the document fully into the fax until the leading edge of the document stops in the ADF.
The fax will display some messages.

MEMORY IN USE 36%
DOCUMENT READY

Note

If the fax already displays DOCUMENT READY before you set a document, a small-sized document, such as a STMT-size document, may have remained in the ADF from a previous fax or copy job. In such a case, remove the small-sized document from the ADF and then set your document.

Performing the Document Settings

Canon's original Ultra High Quality (UHQ) imaging technology allows you to make copies that are very close to the quality of the original document. For best results, adjust the settings for special documents before copying.

Follow these guidelines to change a setting:

❏ The lighted indicator tells you the current setting.

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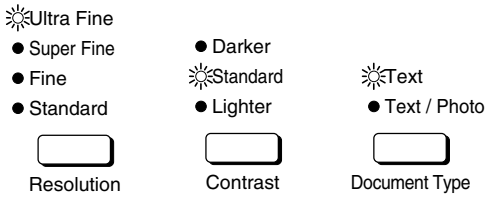
❑ Press the appropriate button repeatedly to light the setting you want.

❑ After the document is copied, the settings return to the setting before copying.



Resolution	When copying a document, Ultra Fine is automatically selected for you.	
Contrast	Adjusts the lightness/darkness of the document pages scanned for copying.	
	Darker	For documents with light text or colors.
	Standard	For standard printed or typewritten text.
	Lighter	For documents with dark text or colors.
Document Type	Select for documents with text only or with text and photos on the same page.	
	Text	For documents that contain text without photographs.
	Text/Photo	For documents that contain text and photographs on the same page. Automatically adjusts the quality of the image and text on the same page.

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Making Copies

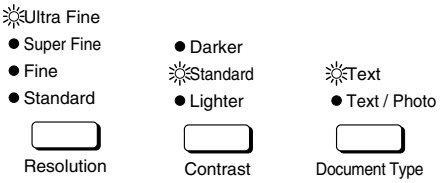
Follow this procedure to use the fax as a copier.

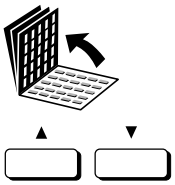
1. Set the document on the fax. (→5-3)

2. Press **Copy**.

```
COPY                    01
CASSETTE 1             LTR
```

3. Perform the document settings. (→5-4)





4. If you want to select another paper cassette or the MP tray, open all three of the One-touch Speed Dialing panels, then press the search buttons.

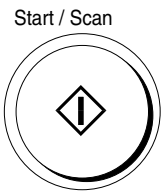
```
COPY                    01
MP TRAY                LGL
```

5. Use the buttons on the numeric keypad to enter the number of copies (01 to 99).

```
COPY                    03
MP TRAY                LGL
```

In order to select MP TRAY, USE MP TRAY must be set to ON in the FAX'S PRINTER SET menu. (→2-48)

❑ If you make a mistake and want to start again, press **Clear**.



6. Press **Start/Scan** to start copying.

```
COPY
```

❑ If you want to cancel the operation, press **Stop**.

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Chapter 6
Sending Documents

This chapter describes fundamental procedures for dialing and sending documents.

We will also show you how to send a document to more than one location, set a document for delayed sending, and send a document with a subaddress and password.

❏ Setting a Document for Sending 6-2
- Preparing the Document 6-2
- Setting the Document on the Fax 6-3
- Adjusting the Scanning Settings 6-4

❏ Selecting a Sender Name 6-6

❏ Using Regular Dialing 6-7

❏ Canceling Sending a Document 6-8

❏ Dialing Long Distance with Regular Dialing 6-10

❏ Overview of Sending Methods 6-12
- Memory Sending 6-12
- Direct Sending 6-15
- Manual Sending 6-17

❏ Re-dialing When the Line is Busy 6-19
- What is Automatic Redialing? 6-19
- Setting Up Redialing 6-20

❏ Sequential Broadcasting to More Than One Location 6-22

❏ Sending Documents at a Preset Time 6-24

❏ Sending a Document with a Subaddress/Password 6-27
- Subaddress/Password Sending with Speed Dialing 6-27
- Subaddress/Password Sending with the Operation Panel Buttons 6-28

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Setting a Document for Sending

This section describes how to prepare a document for sending and how to perform the initial settings before dialing.

Preparing the Document

Follow these simple guidelines to check your document before you set the document on the fax for scanning.

- ❏ For best results, load only documents of recommended standard size and weight. Refer to Appendix B. (→B-1)
- ❏ The document guides on the document feeder tray can be adjusted to the width of non-standard size paper. For best results, all sheets in the stack should be of the same width.
- ❏ Although the document guides on the document feeder tray indicate 11 × 17 in. size and such a document can be set on the document feeder tray, the effective scanning width is up to B4 size (10 in.).
- ❏ To avoid document jams, never feed thick documents or documents backed with carbon paper.
- ❏ For documents that are larger or smaller than these recommended limits, reduce them or enlarge them on a copy machine and then send the copy. Refer to Appendix B. (→B-2)
- ❏ To avoid document jams and possible damage to the fax, avoid wrinkled or creased paper, carbon paper, curled paper, coated paper, and onion skin or other very thin paper.
- ❏ The fax does not scan completely to the edges of the paper and anything beyond this recommended margin will not be scanned for sending. For details, refer to Appendix B. (→B-2)
- ❏ To avoid paper jams or damaging the fax, inspect the document carefully and make sure it is free of pins, staples, paper clips, and other metal fasteners.
- ❏ Make sure all the documents are dry. They should not have wet ink, glue, or paste on their surfaces.
- ❏ Before you feed a stack of documents into the fax, make sure all the pages are the same size and thickness. Do not attempt to feed documents of mixed sizes and thickness.

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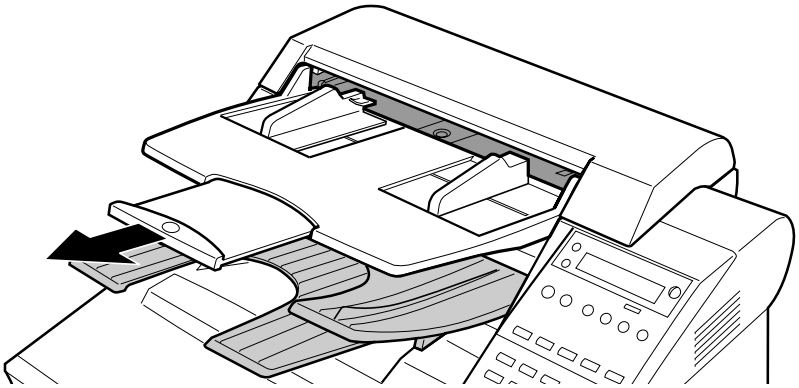
Setting the Document on the Fax

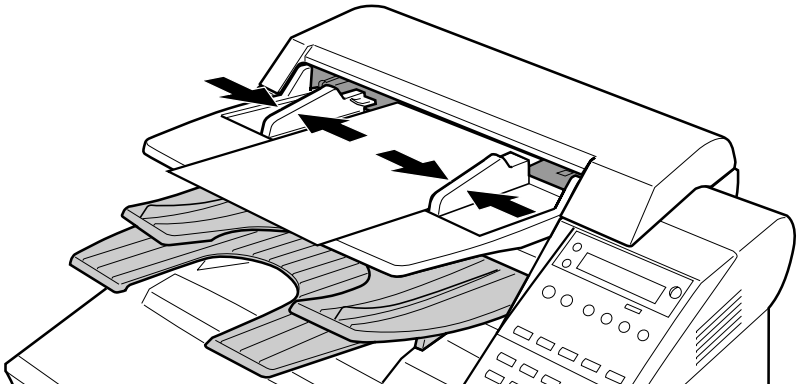
You can set a stack of up to 50 letter- or A4-size pages, or 20 legal- or 11 × 17 in.- or B4-size pages into the fax for scanning. However, the effective scanning width is up to B4 size (10 in.).

1. Place the document *face up* on the document feeder tray of the fax unit.

2. If the document is too long for the document feeder tray (e.g. legal size, 11 × 17 in. size), pull out the document extension tray.



3. Slide the document guides to fit the width of the document.



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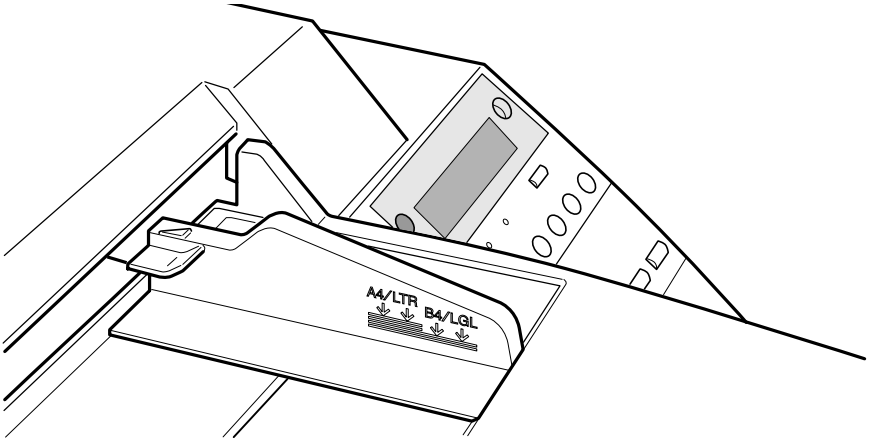
4. Make sure the document is below the load limit marks for A4/LTR and B4/LGL sizes.



5. Insert the document fully into the fax until the leading edge of the document stops in the ADF.
The fax will display some messages.

```
MEMORY IN USE
                    36%
```

```
DOCUMENT READY
```

Note

If the fax already displays DOCUMENT READY before you set a document, a small-sized document, such as a STMT-size document, may have remained in the ADF from a previous fax or copy job. In such a case, remove the small-sized document from the ADF and then set your document.

Adjusting the Scanning Settings

Canon's original Ultra High Quality (UHQ) imaging technology allows you to send documents that are very close to the quality of the original document. For best results, adjust the settings for special documents before sending.

Follow these guidelines to change a setting:

- ❏ The lighted indicator tells you the current setting.
- ❏ Press the appropriate button repeatedly to light the setting you want.
- ❏ For documents that require special settings, you can set the **Program** button to perform the settings with a single button press. (→12-5)

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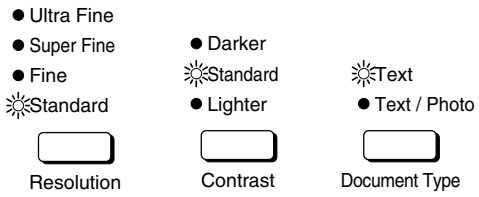

Resolution	Adjusts the resolution for documents with fine text and thin lines. The higher the resolution, the higher the quality output, but the slower the scanning speed.	
	Ultra Fine	Eight times the Standard resolution.
	Super Fine	Four times the Standard resolution.
	Fine	Twice the Standard resolution.
	Standard	For normal printed or typewritten text.
Contrast	Adjusts the lightness/darkness of the document pages scanned for sending.	
	Darker	For documents with light text or colors.
	Standard	For standard printed or typewritten text.
	Lighter	For documents with dark text or colors.
Document Type	Select for documents with text only or with text and photos on the same page.	
	Text	For documents that contain text without photographs.
	Text/Photo	For documents that contain text and photographs on the same page. Automatically adjusts the quality of the image and text on the same page.

Note

If the other party does not have the ultra fine feature and you send a document with Text/Photo set for the document type setting and Ultra Fine set for the resolution setting, the image the other party receives will reproduce at the other party's maximum resolution setting.

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Selecting a Sender Name

Follow this procedure to select one of the registered sender names.

- ❏ Sender names are selected by pressing the **TTI Selector** button.
- ❏ This setting is optional. If you do not select a sender name before sending a document, the registered unit name will be printed at the top of the document in the sender information area. (→3-12)
- ❏ If you select a sender name before you send a document, it will replace the unit name printed in the sender information area. (→3-12)
- ❏ Up to 19 sender names can be registered. At least one sender name must be registered so you can use this feature. (→3-18)

1. Set the document on the fax and adjust the document guides to the width of the document. (→6-3)

2. Dial the number.

Press the buttons on the numeric keypad to dial the number.

-if not-

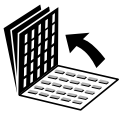
Press a One-touch Speed Dialing button to dial the number. (→4-29)

-if not-

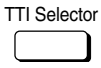
Press **Coded Dial** and a three-digit code to dial the number. (→4-31)

-if not-

Use directory dialing. (→4-35)



3. Open all three of the One-touch Speed Dialing panels.



Press **TTI Selector** until the desired name appears in the display.

-if not-

Press **TTI Selector**. Then press the search button until the desired name appears in the display.

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4. Press **Set**.

5. Continue the procedure for the feature you want to use.

Using Regular Dialing

When you come to a step that requires dialing a number, you can dial the number with the buttons on the numeric keypad just like dialing a telephone number. This is called *regular dialing*.

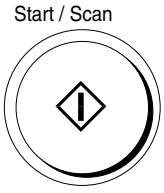
Note

To make dialing easier, register frequently used numbers for speed dialing. (→4-1)

1. Set the document on the fax. (→6-3)

2. Dial the telephone number.
Use the buttons on the numeric keypad to dial the telephone number.

   Just after you press a button if you see that you have entered the wrong number, just press **Delete** to delete the rightmost digit. Then enter the correct number.



3. Press **Start/Scan**.

   The fax starts scanning the first page into the memory.

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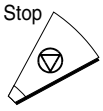
Canceling Sending a Document

Follow this procedure to cancel a transmission in progress.

To Cancel Sending on a Single-Line



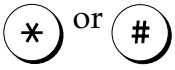
1. Press **Stop**.

   If you are using direct sending, an alarm sounds and the transmission is canceled immediately.

   -if not-

   If you are using memory sending, a message is displayed.

   ```
   CANCEL DURING TX/RX?
   YES=(*)      NO=(#)
   ```



2. Press ✻ to cancel the transmission or press # if you change your mind and do not want to cancel.

   After you press ✻ to cancel the transmission, an alarm sounds and a report prints unless this feature has been turned off. (→16-8)

   ```
   PRINTING REPORT
   ```

```
12/31/1999  11:48  FAX 833 4423          WORLD ESTATE,INC.          ☑001

                          **************************
                          ***   ERROR TX REPORT   ***
                          **************************

   TX FUNCTION WAS NOT COMPLETED

   TX/RX NO                    0006
   CONNECTION TEL                                  761 1298
   CONNECTION ID               JOHN BARRISTER
   ST. TIME                    12/31 11:48
   USAGE T                     00'00
   PGS. SENT                     0
   RESULT                      NG          STOP
```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To Cancel Sending on a Dual-Line

If you have installed the Dual-line Upgrade Kit and both lines are in use at the same time and you want to select a transmission which you want to cancel, follow this procedure.

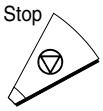
1. Press the search buttons to view the displays for each transaction.

```
12/31/1999 FRI 23:01
TX/RX NO.          5432
```

```
12/31/1999 FRI 23:01
TX/RX NO.          1234
```

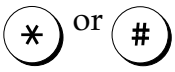
Note

If you are using direct sending, you cannot change the line.



2. Press **Stop**.
   If you are using memory sending, a message is displayed.

```
CANCEL DURING TX/RX?
YES=(*)      NO=(#)
```



3. Press ✻ to cancel the transmission or press # if you change your mind and do not want to cancel.

   After you press ✻ to cancel the transmission, an alarm sounds and a report prints unless this feature has been turned off.(→16-8)

```
PRINTING REPORT
```

□

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Dialing Long Distance with Regular Dialing

Follow this procedure to dial a long distance number and send a document with regular dialing.

1. Set the document on the fax. (→6-3)
   Set the document resolution, contrast, and document type. (→6-4)

Note

- You cannot select a sender's name after you press **Hook** or pick up the handset.
- You cannot insert a pause when you dial using the numeric keypad after pressing **Hook** or after picking up the handset.

Hook

2. Press **Hook** if you want to use manual sending. After you press **Hook**, the In Use lamp blinks green and you will be able to hear the dial tone.

```
TEL =
```

   If you know the other party's fax is set to automatic receiving, go to the next step.

3. Use the buttons on the numeric keypad to dial the long distance number.

Note

If you did not press **Hook** in step 2, you may have to insert a pause into a number for long distance dialing. (→4-2) For details about the location and length of the pause, contact your local telephone company or local authorized Canon dealer.

```
TEL =                011p81
```


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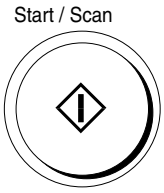
4. Dial the remainder of the number then press **Start/Scan**. After a few moments the call will connect.

```
TEL = 011p81 123 4567P
```



Note

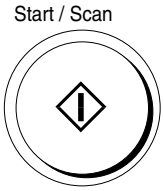
If you did not press **Hook** in step 2, you may have to insert a pause at the end of the telephone number. The pause at the end of the number is 10 seconds. For details about the necessary length of the pause, contact your local telephone company or local authorized Canon dealer.

If you have installed the optional handset, when the other party answers, you can pick up the handset and talk.

Tell the other party to press the start button on their fax then hang up their handset. When you hear a high pitched tone, the other fax is ready to receive.

-if not-

If you hear a high pitched tone as soon as the call connects, the other party is ready to receive.



5. Press **Start/Scan** on your fax and hang up your handset.

The fax starts to send the document.

If the offhook alarm starts beeping, make sure the handset is sitting correctly on the handset cradle. The volume of the offhook alarm can be adjusted. (→16-6)

Note

To take advantage of the speed dialing features, register frequently dialed long distance numbers for One-touch or Coded Speed Dialing buttons. (→4-6, 4-15)

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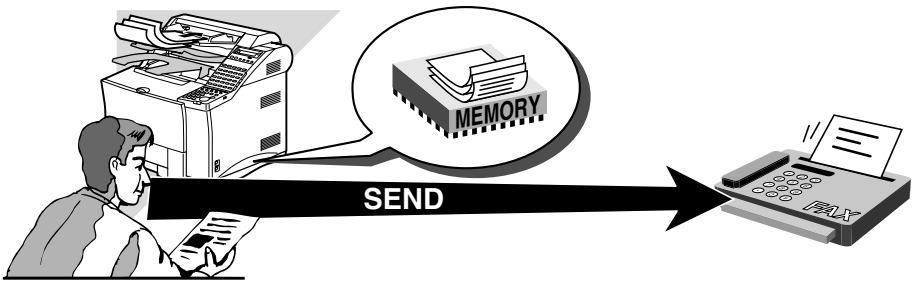
Overview of Sending Methods

This section briefly describes the methods and advantages of the three main sending methods: memory sending, direct sending, and manual sending.

Memory Sending

With memory sending, document scanning and sending is fast, allowing you to get your document back quickly so you do not have to spend so much time standing around the fax. You can start scanning a document for sending even while the fax is busy sending another document.



1. Set the document on the fax. (→6-3)

   Set the document resolution, contrast, and document type. (→6-4)

   You can also select a sender's name with the **TTI Selector**. (→6-6)

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2. Dial the other party's fax number.
Use the buttons on the numeric keypad to dial the number. (→6-7)

-if not-

Press a One-touch Speed Dialing button to dial the number. (→4-29)

-if not-

Press **Coded Dial** and a three-digit code to dial the number. (→4-31)

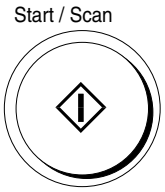
-if not-

Press **Directory** and search for the name to dial the number. (→4-35)

If you make a mistake during dialing, press **Stop** to return to standby and start again.

Note

If you use One-touch or Coded Speed Dialing with the time out feature on, the fax will pause 5 seconds before it starts scanning the document. (→16-11)



3. To start scanning right away, press **Start/Scan**.

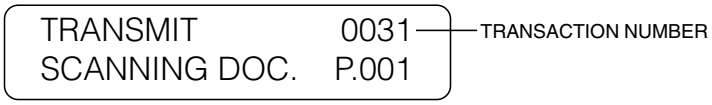
If you use One-touch or Coded Speed Dialing, wait for the fax to start scanning automatically.

The timeout feature can be turned off. (→16-11)

You can start sending a document while it is being scanned into the memory. When scanning a multi-page document and the telephone line is free, the unit will call the other party after the first page is scanned. Once the connection is made, the fax unit will begin to transmit the information while the remaining pages are being scanned. This feature is called Quick-on-line TX and can be turned off and on. (→16-11)

When the fax sends a document, messages report the following information about the transmission.

Transaction number



A transaction number is assigned to every document sent from your fax starting with 0001 up to 4999. When the number 4999 is reached, numbering will begin again from 0001.

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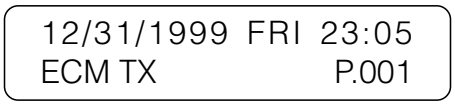
Other party's fax number and name

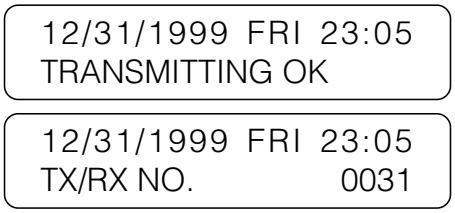
Displayed only if the other party's telephone number and name are registered for the speed dialing button used to dial the number.

ECM transmission mode



Unless this feature has been turned off, the document is sent in the ECM (error correction mode) for transmission. (→16-10)

Successful completion



Alternating messages tell you the transmission was successful. The message will disappear after approximately 10 seconds.

Transmission error

If a transmission error occurs, read the error message in the display and look it up in the error message table. (→15-38)

Optional Dual-line transactions

If you have installed the Dual-line Upgrade Kit and both lines are in use at the same time, press the search buttons to switch the display so you can view either transaction in progress. (→2-54)

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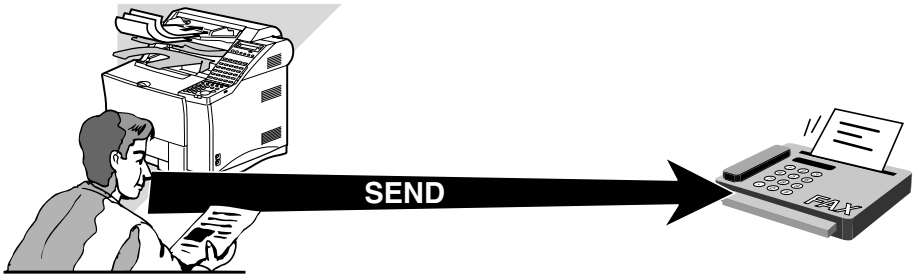
Direct Sending

The fax dials the number, connects the call, and then scans and sends the document one page at a time. Direct sending is slower than memory sending, but because this method bypasses memory you can send a document ahead of other documents stored in the memory.



- ❏ Direct sending scans and sends each page one at a time.
- ❏ With direct sending you can watch each page as it is scanned and sent.
- ❏ Although direct sending is slower than memory sending, you can use direct sending when you need to send an urgent document ahead of other documents stored in the memory.
- ❏ You can also use direct sending when the memory is full and there is no space to hold another document in memory.

1. Set the document on the fax. (→6-3)

   Set the document resolution, contrast, and document type. (→6-4)

   You can also select a sender's name with the **TTI Selector**. (→6-6)

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2. Press **Direct TX**.

   The Direct TX lamp lights. The fax is now in the direct sending mode.

3. Dial the other party's fax number.

   Use the buttons on the numeric keypad to dial the number. (→6-7)

   -if not-

   Press a One-touch Speed Dialing button to dial the number. (→4-29)

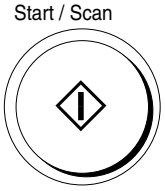
   -if not-

   Press **Coded Dial** and a three-digit code to dial the number. (→4-31)

   -if not-

   Press **Directory** and search for the name to dial the number. (→4-35)

   If you make a mistake during dialing, press **Stop** to return to standby and start again.



4. Press **Start/Scan**.

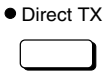
   The fax dials the other party's number and sends the fax. Each page is sent as it is scanned.

   A series of messages report the other party's name, telephone number, and transaction number in the LCD display. The final message reports successful transmission.

```
12/31/1999 FRI 12:05
TRANSMITTING OK
```

Note

When sending a small-sized document, such as a STMT-size document, the document may remain in the ADF after sending. This document might then be sent again with the next sender's document. Therefore, when sending a small-sized document, make sure that the document does not remain in the ADF after sending.



5. Press **Direct TX** to turn off the direct sending mode.

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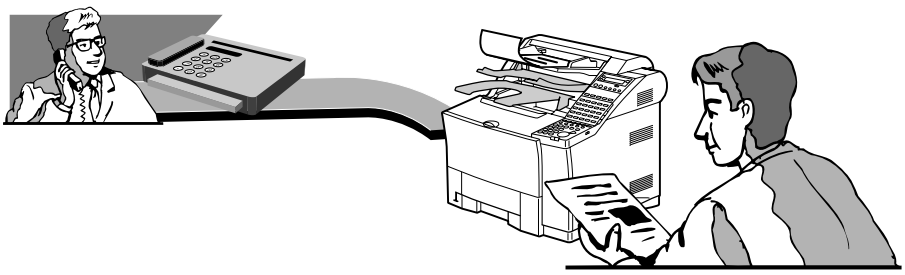
Manual Sending

Manual sending allows you to talk to the other party before you send the document. This method is useful if the operator of the other fax must manually set the other fax to receive before it can receive a document.

Note

❏ The sending speed is 14400 bps or less when sending manually.
❏ The handset is available as an option. (→2-16)



1. Set the document on the fax. (→6-3)

   Set the document resolution, contrast, and document type. (→6-4)

Note

You cannot set sender's name when sending manually.

Hook

2. Press **Hook**.

   After you press **Hook** the In Use lamp blinks green and you will be able to hear the dial tone.

   -if not-

   Without pressing **Hook**, just pick up the handset if you have installed the optional handset.

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3. Dial the other party's fax number.
   Use the buttons on the numeric keypad to dial the number. (→6-7)

   -if not-

   Press a One-touch Speed Dialing button to dial the number. (→4-29)

   -if not-

   Press **Coded Dial** and a three-digit code to dial the number. (→4-31)

   -if not-

   Press **Directory** and search for the name to dial the number and press **Set**. Then press **Start/Scan**. (→4-35)

   If you make a mistake during dialing, press **Stop** to return to standby and start again.

4. When you hear the other party answer the call, you can talk.

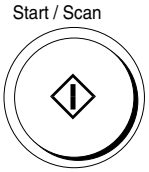
   When you hear the other party answer, pick up the handset so you can talk if you have not already done so. Then go to step 5.

   -if not-

   If you hear a high pitched signal, instead of the other party's voice, they are ready to receive your document. Go to step 7.

5. Ask the other party to press the start button on their fax and then hang up their handset.

6. After the other party presses the start button on their fax, you will hear a high pitched signal.



7. Press **Start/Scan** on your fax and hang up your handset.

   The fax begins to send the document. If the offhook alarm starts beeping, make sure the handset is resting properly on the handset cradle.

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Re-dialing When the Line is Busy

If the other party's line is busy or if there is no answer, the fax waits two minutes and then dials the same number again. This feature is called *automatic redialing*.

What is Automatic Redialing?

After the initial dial attempt, the fax will wait two minutes and try to dial again. If the second attempt fails, the fax will again wait for two minutes and make a final attempt to complete the call.

Note

Even if the fax machine is set to redial several times, it will redial only once if there is no tone or there is a ring back tone during the first attempt.

Auto redial can be turned off and on. The number of redialing attempts and the time interval between attempts can be set up with the auto redial feature. (→6-20, 16-11)

While the fax is waiting to redial, the following messages are displayed alternately:

```
12/31/1999 FRI 09:30
AUTO REDIAL
```

```
12/31/1999 FRI 09:30
TX/RX NO.        3888
```

If both redial attempts are unsuccessful the fax will cancel the transaction, display the following message, and print an Error TX report to remind you that the transmission was not completed.

```
12/31/1999 FRI 09:30
BUSY/NO SIGNAL
```


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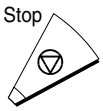

To cancel redialing
If you are using direct sending, press **Stop**.

-if not-

If you are using memory sending, press **Delete File**. (→8-9)

To erase the document from the memory
Use the **Delete File** button to delete the file from the memory. (→8-9)

Setting Up Redialing

Follow this procedure to set up these redialing features:

- ❏ The number of times the fax attempts to redial.
- ❏ The length of the time interval the fax waits between dialing attempts.

1. Open the TX SETTINGS menu.

Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

Press the search buttons until you see the display below.

```
DATA REGISTRATION
 3.TX SETTINGS
```

Press **Set**.

```
TX SETTINGS
 1.ECM TX
```


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2. Press the search buttons until you see the display below.

```
TX SETTINGS
 3.AUTO REDIAL
```

Set

Press **Set**.

```
AUTO REDIAL
                ON
```

If OFF is displayed, press the search buttons until you see ON.

Set

Press **Set**.

3. Press the search buttons to display the item you want to set up, then press **Set**.

Set

Stop

4. Press **Stop** to return to standby.

Auto Redial Setup Summary

The default settings, shown in bold, remain in effect unless you change them.

1.REDIAL TIMES	Sets the number of times the fax attempts to dial a number before it cancels the transaction automatically. Even if the fax machine is set to redial several times, it will redial only once if there is no tone or there is a ring back tone during the first attempt.	
	02TIMES	You can set between 01 to 10 dialing attempts.
2.REDIAL INTERVAL		Sets the length of time the fax waits between dialing attempts.
	02MIN.	You can set the time interval between 02 to 99 minutes.

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Sequential Broadcasting to More Than One Location

Follow this procedure to scan a document once and send it to several locations. With this sending method, called *sequential broadcasting*, you can send the same document to a maximum of 210 locations.

Note

If you frequently send the same document to several locations, use Group Dialing. With Group Dialing you can register up to 199 facsimile numbers and send the same document to these numbers at the press of only one or four buttons. (→4-24)
If you use sequential broadcasting frequently and you want to make sure that all transactions are completed, assign the REPORT function to the **Program** button. Then before you send a document, press **Program** to have the fax unit print a Multi-transaction Report to confirm that the document was sent to all the destinations. (→12-5, 14-14)

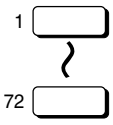
1. Set the document on the fax. (→6-3)

   Set the document resolution, contrast, and document type. (→6-4)

   You can also select a sender's name with the **TTI Selector**. (→6-6)

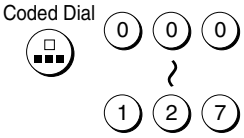
2. Dial the telephone numbers by entering the numbers one right after the other.

   Following are the three methods you can use to enter the numbers for Sequential Broadcasting:



Use the One-touch Speed Dialing buttons to dial up to 72 destinations.

```
TEL =              123 4567
 01 CANON INC
```



Use the Coded Speed Dialing buttons to dial up to 128 destinations.

```
TEL =              123 4567
∗002 CANON INC CA
```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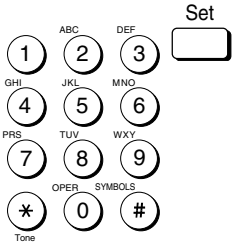
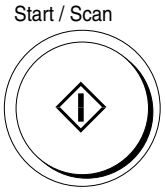


Use regular dialing with the numeric keypad to dial up to 10 destinations, but make sure that you press **Set** after each number you enter with regular dialing.

You can also press the **Redial** button to redial the last number dialed with the numeric keypad.

Note

You must dial the second number within 5 seconds of dialing the first number. All subsequent numbers must be dialed within 10 seconds. If you wait longer than the timeout interval before dialing the next number, the fax will start scanning the document. The timeout interval can be turned off. (→16-11)

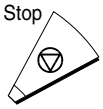


3. After you have entered all of the numbers, press **Start/Scan**.

Note

Regardless of the order you used when dialing, the fax will send the document to the locations you entered in this order: One-touch Speed Dialing numbers, Coded Speed Dialing numbers, then regular dial numbers.

To cancel sequential broadcasting



To cancel a sequential broadcast, press **Stop**.

After CANCEL DURING TX/RX is displayed, press ✻. All destinations are canceled.

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Sending Documents at a Preset Time

Follow this procedure to set a time for sending. This feature is called *delayed sending* or *timer sending*. Use timer sending to store a document in the memory and then have it sent at a later time when telephone rates are lower.

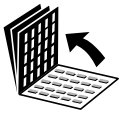
Note

You can set up to 70 documents for delayed sending.

1. Set the document on the fax. (→6-3)

   Set the document resolution, contrast, and document type. (→6-4)

   You can also select a sender's name with the **TTI Selector**. (→6-6)



2. Open all three of the One-touch Speed Dialing panels. Then press **Delayed Transmission**.

```
DELAYED TX
SET TIME          17:30
```

3. Use the buttons on the numeric keypad to enter the time.
   - ❑ Enter the time in the 24-hour format (e.g. 1:00 p.m. as 13:00).
   - ❑ Enter all the numbers, including zeros.

```
DELAYED TX
SET TIME          23:05
```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4. Press **Set**.

```
DELAYED TX
SELECT LOCATIONS
```

```
TEL =
```

Dial the other party's fax number.
Use the buttons on the numeric keypad to dial the number. (→6-7)

-if not-

Close the One-touch Speed Dialing panels and dial the other party's fax number by pressing a One-touch Speed Dialing button. (→4-29)

-if not-

Press **Coded Dial** and a three-digit code to dial the number. (→4-31)

-if not-

Press **Directory** and search for the name to dial the number. (→4-35)

If you make a mistake during dialing, press **Stop** to return to standby and start again.

```
TEL=              1 123 4567
 09 CALIFORNIA MRKTS
```

You can press more than one speed dialing button to send the document to more than one location after the timer goes off. If you want to enter the numbers with regular dialing for a sequential broadcast, make sure you press **Set** after every number.

```
DELAYED TX
SENDER'S NAME
```

```
SENDER'S NAME
          CANON DIV. #20
```


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5. If you want to skip selecting a sender name, go to step 6.

   -if not-

TTI Selector

If you want to select a sender name, press the **TTI Selector** button until you see the sender name you want to use.

You can also use the search buttons to scroll up or down the TTI list.

```
SENDER'S NAME
19    CANON FAX DIV.
```

Set

6. Press **Set**. The fax scans the document and stores it in the memory.

```
DELAYED TX          2339
SCANNING DOC.    P.001
```

- ❏ The fax will hold the document in the memory until the timer for the document goes off. Then it will send the document to the destinations you specified.
- ❏ To cancel a document set for timer sending, use the **Delete File** button. (→8-9)

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Sending a Document with a Subaddress/ Password

You can send documents with ITU-T standard subaddresses and passwords. In order for a transaction to succeed, the subaddresses and passwords on the sending and receiving fax units must match. You can use two methods to send a document with an ITU-T subaddress and password:

- ❏ Press a One-touch or Coded Speed Dialing button registered for subaddress/password sending.
- ❏ Enter the subaddress and password with the **Subaddress** and **Password** buttons on the operation panel when you send the document.

Subaddress/Password Sending with Speed Dialing

If you register the subaddress and/or password for a One-touch or Coded Speed Dialing button, the subaddress/password are entered for you automatically after you press the speed dialing buttons. (→4-6, 4-15)

1. To use subaddress/password sending with a speed dialing button, you must first register the subaddress/password for the telephone number when you register the number for One-touch or Coded Speed Dialing. (→4-6, 4-15)

2. Set the document on the fax. (→6-3)

   Set the document resolution, contrast, and document type. (→6-4)

   You can also select a sender's name with the **TTI Selector**. (→6-6)

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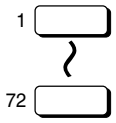
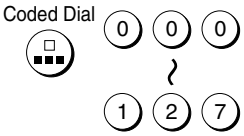


3. Press the One-touch Speed Dialing button registered for subaddress/password sending. (→4-29)

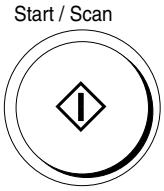
-if not-



Press the **Coded Dial** button followed by the three-digit code for the Coded Speed Dialing number registered for subaddress/password sending. (→4-31)

-if not-

Press **Directory** and search for the name to dial a number registered for subaddress/password sending. (→4-35)



4. Press **Start/Scan**.

```
TRANSMITTING      0010
SCANNING DOC.     P.001
```

Subaddress/Password Sending with the Operation Panel Buttons

Note these limitations on entering the subaddress/password with the **Subaddress** and **Password** buttons on the operation panel:

- ❏ If you frequently need to use a subaddress/password to send a document to more than one location, register the number, subaddress, and password for a One-touch or Coded Speed Dialing button so you can use multiple broadcasting. (→6-22)
- ❏ You cannot use the **Subaddress** or **Password** buttons for One-touch or Coded Speed Dialing button that is set for anything other than REGULAR TX. (→4-6, 4-15)
- ❏ The password setting is optional but required if the other party has set a password on the other fax unit.

Follow this procedure to send a document with a subaddress/password entered with the **Subaddress** and **Password** buttons on the operation panel.

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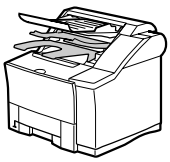


1. Set the document on the fax. (→6-3)

   Set the document resolution, contrast, and document type. (→6-4)

   You can also select a sender's name with the **TTI Selector**. (→6-6)

2. Dial the telephone number.

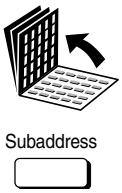
   Use the buttons on the numeric keypad to enter the telephone number, or use the speed dialing buttons to dial.

   To dial with One-touch Speed dialing, press the One-touch Speed Dialing button where the number is registered.

   To dial with a Coded Speed Dialing, press **Coded Dial** and then use the numeric keypad to enter the three-digit dialing code.

   Then press **Set**.

```
TEL =          123 4567
02 JOHN BARRISTER
```



3. Immediately after pressing **Set**, open all three of the One-touch Speed Dialing panels and press **Subaddress**.

```
SUBADDRESS
```

You must press **Subaddress** within 5 seconds of pressing **Set**. If you wait longer than the timeout interval before pressing **Subaddress**, the fax will start scanning the document. The timeout interval can be turned off. (→16-11)

4. Use the buttons on the numeric keypad to enter the ITU-T subaddress. Then press **Set**.

```
TEL =          123 4567
02 JOHN BARRISTER
```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5. If you want to enter a password, press **Password**.

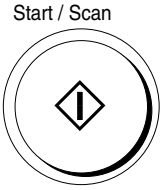
```
PASSWORD
```

Note

You must press **Password** within 5 seconds of pressing **Set**. If you wait longer than the timeout interval before pressing **Password**, the fax will start scanning the document. The timeout interval can be turned off. (→16-11)

6. Use the buttons on the numeric keypad to enter the ITU-T password. Then press **Set**.

```
TEL =              123 4567
 02 JOHN BARRISTER
```



7. Press **Start/Scan**. The fax starts to scan the document.

```
TRANSMIT           0021
SCANNING DOC.   P.001
```

- ❏ The fax dials the number and sends the document with the subaddress and password you just entered.
- ❏ To cancel the transmission, press **Stop** and press ✻ when you are prompted to confirm the cancellation.
- ❏ To cancel a transmission set for delayed or timer sending, use the **Delete File** button. (→8-9)

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Chapter 7
Receiving Documents

This chapter describes the basic receive features.

You can receive document transmission automatically or manually. In the automatic receive mode the fax will receive a document automatically.

In the manual receive mode, if you have installed the optional handset kit you can answer the telephone by picking up the handset on the fax and pressing **Start/Scan** to start receiving the fax. You can also start manual receiving from an extension telephone with remote receiving.

In the last section of this chapter, we will show you how to put the fax unit in the transfer mode and send all documents automatically to a fax at your home or at another work site.

❏ Receiving Documents Automatically 7-2
- Setting the Automatic Receive Mode 7-2
- Messages Displayed When Receiving a Document 7-2
- Turning on and Adjusting the Auto Switch Time 7-5

❏ Receiving Documents Manually with the Optional Handset 7-7
- Receiving a Document Manually at the Fax 7-7
- Receiving a Document Manually with an Extension Telephone .. 7-8
- Changing the Remote Receive ID 7-9

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- Before You Set Up Document Transfer 7-13
- Setting Up the Fax for Document Transfer 7-14
- Turning the Transfer Mode ON and OFF 7-17
- Changing the Transfer Settings 7-18
- Canceling the Transfer Settings 7-20

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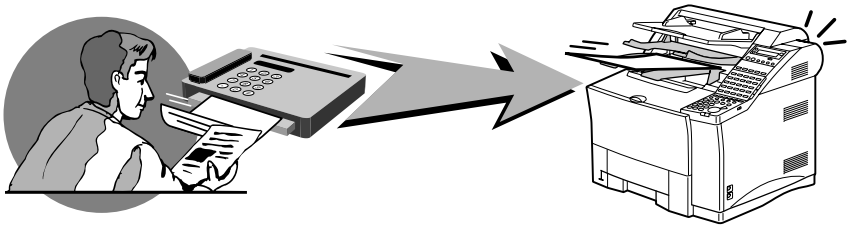
Receiving Documents Automatically

After you take your fax out of the box and set it up, it is set to receive documents automatically. Use automatic receiving for a fax on a dedicated telephone line that you do not need for telephone voice communication.



Setting the Automatic Receive Mode

● Manual RX

Check the indicator above the **Manual RX** button. When this indicator is off, the fax is in the automatic receive mode.

When a fax document is sent to you, your fax unit receives the document automatically. During receiving a series of brief messages report the progress of the reception by displaying the transaction number, name and telephone of the caller, and the transmission mode.

Note

- If you install the handset and you don't want the fax to ring when the other party sends to you, turn the ringer volume switch to OFF.
- If you have installed the optional Dual-line Upgrade Kit, when the fax unit receives a document on Line 2 it will switch to automatic receiving regardless of whether the Manual RX lamp is on or off. (→2-56)

Messages Displayed When Receiving a Document

This is a summary of the messages you will see displayed while your fax is receiving a document. While you are receiving a document, information about the document and other party is displayed.

Receiving a transmission

```
12/31/1999 FRI 23:31
RECEIVE
```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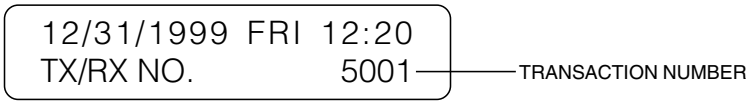
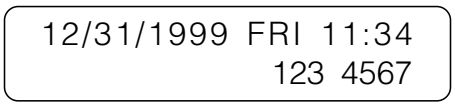
Transaction number
Every document is assigned a transaction number as soon as it is received.



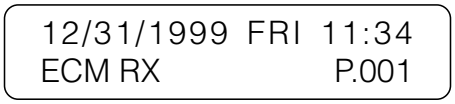
Documents received are assigned transaction numbers in ascending order starting with the number 5001 up up to 9999. After 9999 is reached, numbering starts from 5001 again.

Other party's fax number
The other party's facsimile number is displayed only if it is registered on the other party's fax.



Other party's name
According to the type of machine the other party is using to send the document, you may also see the other party's name displayed alternately with the telephone number.

ECM reception mode



If the other party's fax supports ECM sending, your fax receives every document in the error correction mode (ECM). (→16-14)

Optional Dual-line transactions
If you have installed the Dual-line Upgrade Kit and both lines are in use at the same time, press the search buttons to switch the display so you can view either transaction in progress. (→2-54)

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Successful reception
You will see these alternating messages displayed after a document is successfully received.

```
12/31/1999 FRI 11:34
RECEPTION OK
```

```
12/31/1999 FRI 11:34
TX/RX NO.        5011
```

You can also confirm reception of a document by printing an Activity Report or an Activity Management Report. (→14-9)

Receive error messages
Here are few of the most common error messages.

The fax has run out of paper while printing or copying a document:

```
SUPPLY REC. PAPER
```

Open the paper cassette and load paper into the paper cassette. As soon as you re-fill the paper cassette and close it, the remainder of the document in the memory is printed. (→2-31)

The toner cartridge has run out of toner while printing or copying a document:

```
REPLACE CARTRIDGE
```

Open the printer cover and replace the toner cartridge. As soon as you close the cover, the fax returns to standby and the remainder of the document in the memory starts printing automatically. (→15-17)

If you see any other error messages, note the message then look it up in the error message table. (→15-38)

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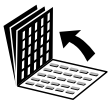
Turning on and Adjusting the Auto Switch Time

If you have installed the optional handset or connected an extension telephone to the fax machine, follow this procedure to set the ring time before the fax switches automatically to the document receive mode while in the manual receive mode. This allows more time for you to pick up the handset and answer the telephone for voice communication before the fax switches to the receive mode.

1. Open the RX SETTINGS menu.



Data Registration

Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Set

Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

▲ ▼

Press the search buttons until you see the display below.

```
DATA REGISTRATION
 4.RX SETTINGS
```

Set

Press **Set**.

```
RX SETTINGS
 1.ECM RX
```

2. Open the MAN/AUTO SWITCH menu.

▲ ▼

Press the search button until you see the display below.

```
RX SETTINGS
 2.MAN/AUTO SWITCH
```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Press **Set**.

```
MAN/AUTO SWITCH
                    OFF
```

Press the search buttons until you see the display below.

```
MAN/AUTO SWITCH
                    ON
```

Press **Set**.

```
F/T RING TIME
                  15SEC
```

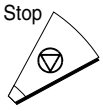
3. Set the amount of time the fax waits before automatically switching to the document receive mode.

Use the buttons on the numeric keypad to enter a number for the time (01 to 99) in seconds.

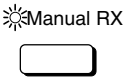
-if not-

Press the search buttons to increase or decrease the number setting.

Press **Set**.



4. Press **Stop** to return to standby.



5. Press **Manual RX** to put the fax in the manual receive mode whenever you want to take advantage of the MAN/AUTO SWITCH feature. (→16-14)

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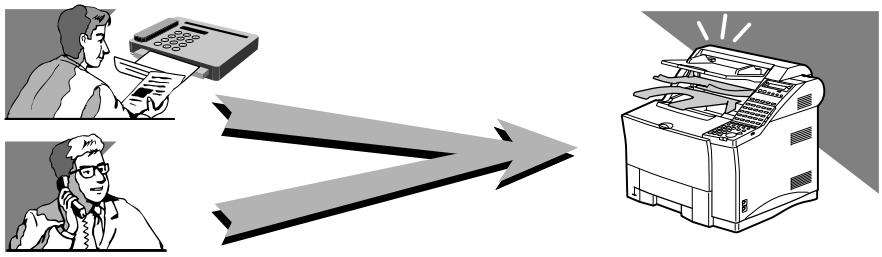
Receiving Documents Manually with the Optional Handset

When you use manual receiving, this means you can monitor all incoming calls yourself by picking up the handset every time the fax rings. If you pick up the handset and determine the call is from another person, start your conversation. If you hear a slow beep tone, this means the call is a fax transmission. To receive the document, just press **Start/Scan** and then hang up the handset.



Note

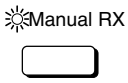
The receiving speed is 14400 bps or less when receiving manually.

Receiving a Document Manually at the Fax

Follow this procedure to receive a document manually at the fax.

Note

- Before you can use this feature, you must install the optional handset kit or a regular telephone. (→2-38) Make sure the document is not set on the ADF.
- If you have installed the optional Dual-line Upgrade Kit, when the fax unit receives a document on Line 2 it will switch to automatic receiving regardless of whether the Manual RX lamp is on or off. (→2-56)



1. Press **Manual RX** to set the fax in the manual receive mode. The Manual RX indicator should be on.

2. Every time you hear the telephone ring, pick up the handset. If you hear someone on the line, you can talk.

   -if not-

   If you hear a slow-beep tone, this means another fax is trying to send you a document.

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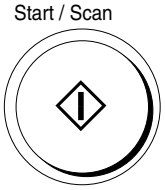


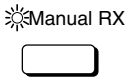
3. Press **Start/Scan** to start receiving the document. Then hang up the handset by placing it back in the handset cradle. The fax will start to receive the document.

   The fax will make a beeping sound if the handset is not completely on its handset cradle. This is called the offhook alarm. The offhook alarm can be turned off. (→16-6)

Receiving a Document Manually with an Extension Telephone

You can connect one extension telephone to the facsimile unit. (→2-40) When the telephone rings with the fax in the manual receive mode, you can use the extension telephone to start receiving the document without walking over to the fax machine. This is called *remote receiving*.

1. Make sure the extension telephone is connected properly. (→2-40)



2. Check the operation panel and make sure the fax is in the manual receive mode. The Manual RX indicator should be on. If it is off, press **Manual RX** to turn on the indicator and switch the fax into the manual receive mode.

3. When the connected extension phone rings, pick up the handset. If you hear someone on the line, you can start talking to the other party.

   -if not-

   If you hear a slow beep, dial 25 on the extension telephone and hang up to start receiving the document.

You can change the number for the remote receiving ID (00 to 99) or turn the feature off. (→7-9)

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Changing the Remote Receive ID

Follow this procedure to change the remote receive ID.

1. Open the RX SETTINGS menu.

Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

Press the search buttons until you see the display below.

```
DATA REGISTRATION
 4.RX SETTINGS
```

Press **Set**.

```
RX SETTINGS
 1.ECM RX
```

2. Press the search buttons until you see the display below.

```
RX SETTINGS
 3.REMOTE RX
```

3. Press **Set**.

```
REMOTE RX
                ON
```

If OFF is displayed, press the search buttons until you see ON.

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4. Press **Set**.

```
REMOTE RX ID
                    25
```

Use the buttons on the numeric keypad to enter a new number (00 to 99) for the ID.

-if not-

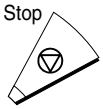
Press the search buttons to increase or decrease the number.

Then press **Set**.

To turn off remote receiving
Press the search buttons in step 3 until you see the display below.

```
REMOTE RX
                   OFF
```

Press **Set**.



5. Press **Stop** to return to standby.

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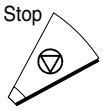
Canceling Receiving a Document

To Cancel Receiving on a Single-Line

Follow this procedure to cancel receiving a document.

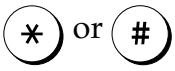
1. Visually check the display to confirm that a document is being received.

```
12/31/1999 FRI 12:20
RECEIVE              5012
```



2. To cancel the reception, press **Stop**.
The following message is displayed:

```
CANCEL DURING TX/RX?
YES=(*)     NO=(#)
```



3. Press ✻ to cancel receiving the document or press # to let receiving continue. After you press ✻ an alarm sounds, document reception is canceled, and the following messages are displayed.

```
12/31/1999 FRI 12:25
STOP KEY PRESSED
```

```
12/31/1999 FRI 12:25
TX/RX NO.            5012
```

If the receive report feature is on or set to PRINT ERROR ONLY, an RX REPORT also prints. (→16-8)

```
PRINTING REPORT
```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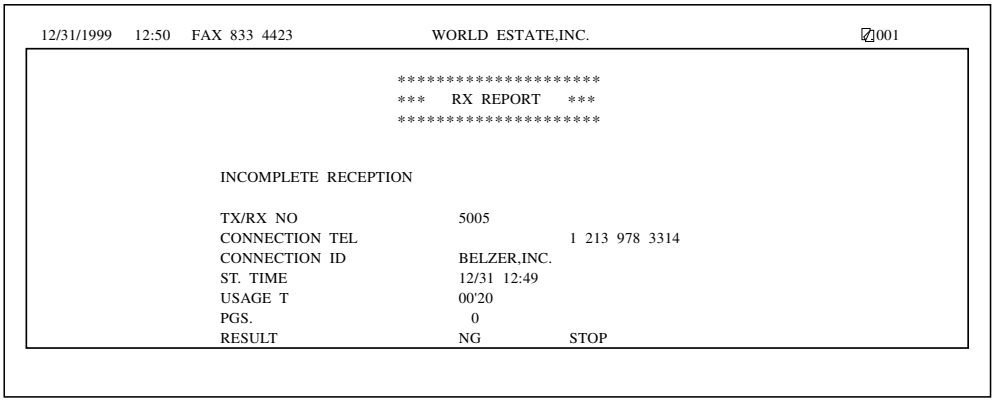


12/31/1999 12:50 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** RX REPORT ***
****

INCOMPLETE RECEPTION

TX/RX NO	5005	
CONNECTION TEL		1 213 978 3314
CONNECTION ID	BELZER,INC.	
ST. TIME	12/31 12:49	
USAGE T	00'20	
PGS.	0	
RESULT	NG	STOP

Then the fax returns to standby.

To Cancel Receiving on a Dual-Line

If you have installed the Dual-line Upgrade Kit and both lines are in use at the same time and you want to select a transmission which you want to cancel, follow this procedure.

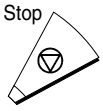
1. Press the search buttons to view the displays for each transaction.

```
12/31/1999 FRI 12:20
RECEIVE
```

```
12/31/1999 FRI 12:20
RECEIVE
```

Note

If you are using direct sending, you cannot change the line.



2. Press **Stop**.

```
CANCEL DURING TX/RX?
YES=(*)      NO=(#)
```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(*) or (#)

3. Press ✻ to cancel receiving the document or press # if you change your mind and do not want to cancel. After you press ✻ an alarm sounds, document reception is canceled, and the following messages are displayed.

```
12/31/1999 FRI 12:21
STOP KEY PRESSED
```

```
12/31/1999 FRI 12:21
RECEIVE              5012
```

If the receive report feature is on or set to PRINT ERROR ONLY, an RX REPORT also prints. (→16-8)

```
PRINTING REPORT
```

Transferring Documents

The transfer mode tells the fax to receive documents and then transfer them automatically to a fax at your home or at another work site. The day and time for the fax unit to switch to the transfer mode can be preset. This feature is especially convenient for receiving important documents coming from countries overseas several time zones removed from your own.

Before You Set Up Document Transfer

Note these important points before you create a transfer setup file:

- ❏ You can create only one transfer setup file.
- ❏ In order for the fax unit to transfer documents to a destination you must enter the destination telephone number of the fax unit with a speed dialing button. This means the destination fax unit must be registered on the fax for a One-touch Speed Dialing button or a Coded Speed Dialing code. (→4-6, 4-15)
- ❏ You can set the fax to transfer documents only from selected originators. In order to select an originator, you have to register the telephone number of the originator's fax unit on your fax unit for a One-touch Speed Dialing button or a three-digit Coded Speed Dialing code. (→4-6, 4-15)

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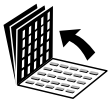
Setting Up the Fax for Document Transfer

Follow the procedure below to create a file for switching the fax automatically into the transfer mode.

1. Open the TRANSFER menu.



Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

Press the search buttons until you see the display below.

```
DATA REGISTRATION
 6.FILE SETTINGS
```

Press **Set**.

```
FILE SETTINGS
 1.CONFID. MAILBOX
```

Press the search buttons until you see the display below.

```
FILE SETTINGS
 6.TRANSFER
```

Press **Set**.

```
TRANSFER
 1.SETUP FILE
```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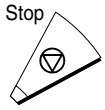
2. Press **Set**. Then press the search buttons to scroll the display so you can see each setting.

SETUP FILE
1.FILE NAME

SETUP FILE
6.PRINT RX DOC.

3. Press **Set** then follow the summary in the table below to perform the settings.



4. Press **Stop** to return to standby.

Transfer Setup Summary

The default settings, shown in bold below, remain in effect unless you change them.

1.FILE NAME	Enter a file name up to 24 characters long.	
2.SELECT LOCATIONS	Select the numbers of the fax machines where you want documents transferred.	
	TEL =	Close the One-touch Speed Dialing panels and press a One-touch Speed Dialing button or press the **Coded Dial** button followed by a three-digit code for the Coded Speed Dialing number to enter the number of the fax machine where you want documents transferred. *The telephone number of the destination fax must be registered for One-touch or Coded Speed Dialing on your fax.*
3.PASSWORD	0000-9999 Enter a four-digit number (0000-9999) to protect the transfer file settings. *Use of a password is recommended*. This operation password protects the transfer file from unauthorized access to your settings. You will also need to enter this password when you put the fax in the document transfer mode.	

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Transfer Setup Summary (Cont'd)

4.SELECT ORIG UNIT	Allows you to set the fax to receive and relay documents only from originator fax units that you designate.	
	OFF	All fax transmissions are received and transferred.
	ON	The fax machine receives and transfers transmissions only from fax units that you designate by fax telephone number.
	TEL =	Press the One-touch Speed Dialing button or press the **Coded Dial** button followed by the three-digit code to designate the originator fax machines for receive and transfer. *The telephone number of the originator fax must be registered for One-touch or Coded Speed Dialing on your fax.*
5.TIME SETUP*	Sets the time to move the fax into and out of the transfer mode. If you do not set the timer, you can still switch the fax into the transfer mode manually.	
1.START TIME	Set a time to move the fax automatically into the transfer mode.	
EVERY DAY	:	Sets the fax to move into the transfer mode every day. You can set up to 5 starting times for every day of the week.
SELECT DAYS	1.SUN to 7.SAT	Sets the fax to move into the transfer mode only on selected days of the week.
	:	You can set up to 5 starting times for the selected days.
2.END TIME	Sets the time for the fax to leave the transfer mode and return to the normal mode.	
EVERY DAY	:	Sets the fax to move out of the transfer mode every day. You can set up to 5 end times for every day of the week.
SELECT DAYS	1.SUN to 7.SAT	Sets the fax to move out of the transfer mode
	:	on selected days of the week. You can set up to 5 end times for the selected days.

*The following settings are valid: You can set EVERY DAY for the start time and then use SELECT DAYS to set end times. You can also set SELECT DAYS for start times and then use the EVERY DAY setting for the end time. However, you cannot set both EVERY DAY and SELECT DAYS for the start time or end time.

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Transfer Setup Summary (Cont'd)

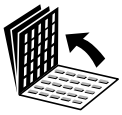
6.PRINT RX DOC.	Sets the fax to print a copy of the transferred document at the transfer unit.	
	OFF	Received and transferred documents are not printed at the transfer unit.
	ON	A copy of every document received and transferred is printed at the transfer unit.
	# OF RX COPIES	To enter the number of copies (01-99) use the numeric keypad to enter the number or press the search buttons to increase or decrease the number and press **Set**.

Turning the Transfer Mode ON and OFF

You can use this procedure to move the fax into and out of the transfer mode if the timer has not been set to switch the fax in and out of the transfer mode automatically. If the timer has been set to move the fax into and out of the transfer mode automatically, you can still use this procedure to put the fax in the transfer mode before the timer switches the fax into the transfer mode.

Turning Transfer Mode ON

Follow this procedure to turn the transfer mode on manually at any time.



1. Open all three of the One-touch Speed Dialing panels. Then press **Transfer**.

```
PASSWORD
                    _
```

2. If you have registered a password, use the buttons on the numeric keypad to enter your four-digit password, then press **Set**.

```
TRANSFER
```

The fax is now in the transfer mode and will transfer documents to the destinations you specified in the transfer setup file.

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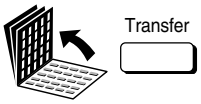
Turning Transfer Mode OFF

Follow this procedure to turn the transfer mode off manually at any time.

```
TRANSFER
```



1. Open all three of the One-touch Speed Dialing panels. Then press **Transfer**.

```
PASSWORD
                    _
```

2. If you have registered a password, use the numeric keypad to enter your four-digit password, then press **Set**.

```
12/31/1999 FRI 08:30
```

The fax is now in the standby mode and is ready for normal operation.

Changing the Transfer Settings

Follow this procedure to change settings in the transfer setup file.

1. Open the TRANSFER menu. (→7-14)

```
TRANSFER
 1.SETUP FILE
```

2. Press the search buttons until you see the display below.

```
TRANSFER
 2.CHANGE DATA
```

3. Press **Set**.

```
CHANGE DATA
PASSWORD            _
```

If you have not set the password, you can skip the next step.

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4. Use the buttons on the numeric keypad to enter the four-digit password protecting the transfer setup file. Then press **Set**.

5. Press the search buttons to display the desired setting.

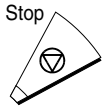
CHANGE DATA 1.FILE NAME

CHANGE DATA 6.PRINT RX DOC.

6. With the setting you want to change on the display, press **Set**.

7. To change the settings, follow the same procedure you used to set up the transfer setup file. (→7-15)

- To delete any settings, press **Clear** and press **Set**.
- To change the password, enter the old password first, and press **Set**. Then enter the new password.



8. Press **Stop** to return to standby.

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Canceling the Transfer Settings

Follow this procedure to delete the transfer setup file and cancel the transfer settings.

1. Open the TRANSFER menu. (→7-14)

```
TRANSFER
 1.SETUP FILE
```

2. Press the search buttons until you see the display below.

```
TRANSFER
 3.DELETE FILE
```

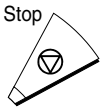
3. Press **Set**.

```
DELETE FILE
PASSWORD          _
```

If you have not set the password, you can skip the next step.

4. Use the buttons on the numeric keypad to enter the four-digit password and press **Set**.

```
DELETE FILE
FILE DELETED
```



5. Press **Stop** to return to standby.

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Chapter 8
Using the Memory Features

This chapter shows you how to use the memory features of the fax unit.

Some operations require that a document resides in the memory before it is sent. For example, if you scan a document and set the timer, it will wait in the memory until it is time for the fax to send the document.

If you scan a document for polling sending, the document will wait in the memory until it is requested for sending by a polling request from another fax. While such documents are residing in memory, you can view their transaction numbers, list them in a printout, delete them before they are sent, or re-route them to another destination.

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When the Fax Displays RECEIVED IN MEMORY

If paper or toner runs out while you are receiving a document or the fax detects that the output tray is full, the fax will automatically store the unprinted pages of the document in the memory and display these messages:

```
RECEIVED IN MEMORY
```

```
RECEPTION OK
```

```
12/31/1999 FRI 12:30
TX/RX NO.        5033
```

1. Check the LCD display and the indicators on the left of the display.

Add paper to the paper cassettes, if the Rec. Paper indicator is on and if you see this message: (→2-31)

```
SUPPLY REC. PAPER
```

Replace the toner cartridge if the Change Cartridge indicator is on and if you see this message: (→15-17)

```
REPLACE CARTRIDGE
```

Pick up the printed paper on the output trays if you see this message:

```
OUTPUT TRAY FULL
```

2. As soon as you close the re-filled paper cassette, close the printer cover over the newly installed toner cartridge, or pick up the printed pages on the tray, the pages stored in the memory are printed.

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- ❑ As each page is printed, it is deleted from the memory.
- ❑ If the memory becomes full, you will not be able to receive the remaining pages. Contact the other party and request to send the document again.
- ❑ The LASER CLASS® 3170/3170MS can store up to approximately 192 letter-size pages* in the memory. The LASER CLASS® 3175 can store up to approximately 448 letter-size pages* in the memory. With the optional memory kit, the LASER CLASS® 3170 Series can receive up to approximately 704 pages in the memory. For details about the optional memory kits, contact your authorized Canon dealer.
- ❑ A memory backup function is provided to save the contents of the memory for up to approximately 12 hours during a power failure.

*Based on CCITT/ITU-T No. 1 Chart, Standard Mode.

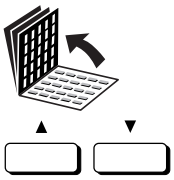
Displaying the Transaction History

Follow this procedure to display results of transactions. This feature is convenient when you want to check the status of a transaction without printing an activity management report.

1. Press **Transaction**.

   The most recent transmission is displayed first.

   ```
   14:08  0015  TX  OK
   CANON CANADA
   ```



2. Open all three of the One-touch Speed Dialing panels.

   Press the up and down arrows to view the list of transactions.

   - ❑ All transmissions are displayed first, then the receptions are displayed.

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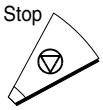
- ❑ The transaction numbers for documents sent, numbered 0001 to 4999, are displayed then the transaction numbers for documents received, numbered 5001 to 9999, are displayed. The transaction numbers are stored in descending order, from the larger numbers to the smaller numbers.

- ❑ Note the following notations used to tell you about the status of the transaction:

Notation	Meaning
OK	Document transaction has been completed.
NG	Transaction failed.
HOLDNG	Document is being held in the memory for delayed sending.
TRANSM	Document is currently being sent.
--:--	No time is displayed for a document currently being sent or being stored in the memory for pending transmission.



3. Press **Stop** to return to standby.

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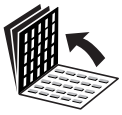
Printing a Memory List

Follow this procedure to print a list of all documents currently stored in the memory.



Memory Reference

1. Open all three of the One-touch Speed Dialing panels. Then press **Memory Reference**.

   If no documents are currently stored in the memory, you will see this message:

   ```
   NO DOC. STORED
   ```

   If documents are stored in the memory the first item on the MEMORY REFERENCE menu is displayed.

   ```
   MEMORY REFERENCE
     1.DOC. MEMORY LIST
   ```

Set

2. Press **Set** to start printing the memory list.

   ```
   PRINTING REPORT
   ```

12/31/1999 13:01 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** DOC. MEMORY LIST ***
****

TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME	ST. TIME	SENDER NAME
0011	TRANSMIT	[*002]HUNT INVESTMENTS	2	12/31 13:00	23:30	R.LOUIS

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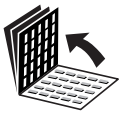
Printing a Document in the Memory

Follow this procedure to print a document in the memory.

To select a document for printing, you must know its transaction number. You may want to print a memory list for reference. (→8-5)



1. Open all three of the One-touch Speed Dialing panels. Then press **Memory Reference**.

```
MEMORY REFERENCE
 1.DOC. MEMORY LIST
```

2. Press the search buttons until you see the display below.

```
MEMORY REFERENCE
 2.PRINT DOCUMENT
```

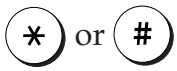
3. Press **Set** to set up to print.

```
PRINT DOCUMENT
TX/RX NO.          0002
```

If you want to know the destination telephone number and time of the document, press the cursor buttons (◄ ►).

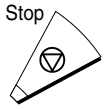
Press the search buttons to display the transaction number of the document you want to print. Then press **Set**.
If you have set the operation password, enter the password here.

```
PRINT 1ST PG ONLY?
YES=(*)    NO=(#)
```



Press ✻ to print only the first page of a multi-page document, or press # to print the entire document.
If you have set the operation password, enter the password here.

```
TX/RX NO.          0358
PRINTING       P.001/002
```



4. Press **Stop** to return to standby.

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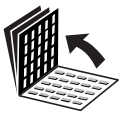
Sending a Document in Memory to a Different Destination

Follow this procedure to select another destination for a document waiting to be polled.

Note

To select a document for sending, you must know its transaction number. You may want to print a memory list for reference. (→8-5)


Memory Reference

1. Open all three of the One-touch Speed Dialing panels. Then press **Memory Reference**.

```
MEMORY REFERENCE
 1.DOC. MEMORY LIST
```

2. Press the search buttons until you see the display below.

```
MEMORY REFERENCE
 3.RESEND DOCUMENT
```

Set

3. Press **Set** then select the document you want to send.

```
RESEND DOCUMENT
TX/RX NO.          5010
```

Note

If you want to know the destination telephone number and time of the document, press the cursor buttons (◄ ►).

4. Press the search buttons to display the transaction number of the document you want to send. Then press **Set**.

Set

```
RESEND DOCUMENT
PASSWORD           _
```

If you have not set the operation password for the document stored in memory, you can skip the next step.

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5. Enter the four-digit password and press **Set**.

```
RESEND DOCUMENT
SELECT LOCATIONS
```

```
TEL =
```

6. Dial the fax number.

Use the buttons on the numeric keypad to dial the telephone number and press **Set**.

-if not-

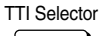
Use One-touch Speed Dialing, Coded Speed Dialing, or Group Dialing to dial the number.

Press **Set**.

```
RESEND DOCUMENT
SENDER'S NAME
```

```
SENDER'S NAME
      CANON, INC.
```

7. Enter the sender's name.



Press **TTI Selector** and keep pressing it until the sender's name you want appears in the display. You can also use the search buttons to scroll up and down the TTI list.

```
SENDER'S NAME
06    CANON: J.SMITH
```

Press **Set**. The fax sends the document to the number you dialed.

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Erasing a Document from the Memory

Follow this procedure to erase a document from the memory. To delete a document from the memory, you can use the **Delete File** button or the **Memory Reference** button.

Note

To select a document for deletion, you must know its transaction number. You may want to print a memory list for reference. (→8-5)

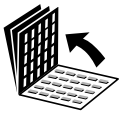
Deleting a Document with the Delete File Button

1. Press **Delete File**.

```
DELETE DOCUMENT
TX/RX NO.          0057
```

Note

If you want to know the destination telephone number and time of the document, press the cursor buttons (◄ ►) before pressing **Set**.



2. Open all three of the One-touch Speed Dialing panels.

3. Press the search buttons to display the transaction number of the document you want to delete. Then press **Set**.

```
DELETE DOCUMENT
PASSWORD           _
```

If you have not set the operation password for the document stored in memory, you can skip the next step.

4. Enter the four-digit password and press **Set**.

```
OK TO DELETE?
YES=(*)      NO=(#)
```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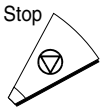
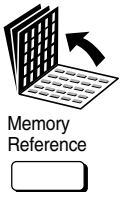
5. Press ✻ to delete the selected document or press # to cancel the deletion. After you press ✻ the document is erased.

```
TX/RX NO.          0004
ERASING END
```



6. Press **Stop** to return to standby.

Deleting a Document with the Memory Reference Button



1. Open all three of the One-touch Speed Dialing panels. Then press **Memory Reference**.

```
MEMORY REFERENCE
  1.DOC. MEMORY LIST
```

2. Press the search buttons until you see the display below.

```
MEMORY REFERENCE
  4.DELETE DOCUMENT
```

3. Press **Set**.

```
DELETE DOCUMENT
TX/RX NO.          0001
```

If you want to know the destination telephone number and time of the document, press the cursor buttons (◀ ▶) before pressing **Set**. If the transaction is displayed with a # mark, the document is being held in the memory for re-dialing and sending.

4. Press the search buttons to display the transaction number of the document that you want to delete. Then press **Set**.

```
DELETE DOCUMENT
PASSWORD           _
```

If you have not set the operation password for the document stored in memory, you can skip the next step.

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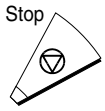
5. Enter the four-digit password and press **Set**.

```
OK TO DELETE?
YES=(*)      NO=(#)
```

6. Press * to delete the selected document or press # to cancel the deletion. After you press *, the document is erased.

```
TX/RX NO.              0004
ERASING END
```



7. Press **Stop** to return to standby.

Setting Up and Using a Memory Box

In this section we will show you how to set up a memory box and use it to send and receive documents. A memory box is a location in the memory you can create to store scanned or received documents for printing or transmitting to other destinations. The main advantage to using the memory box for sending and receiving is that you can handle all transmissions with ITU-T passwords and subaddresses.

The ITU-T subaddress and password serve the same purpose as the bank account number and a personal identification number on your bank card. Just as you cannot complete a bank transaction without your account number and your personal identification number, you cannot complete a memory box facsimile transaction if the subaddress and password do not match.

Note

A subaddress or password can be up to 20 digits long and consists of numbers, *, #, or spaces.

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Before You Create Memory Boxes

Before you set up a memory box, there are a few things you should know about the other party's fax machine to ensure efficient transactions.

You have to know how the other party is using the subaddress and password:

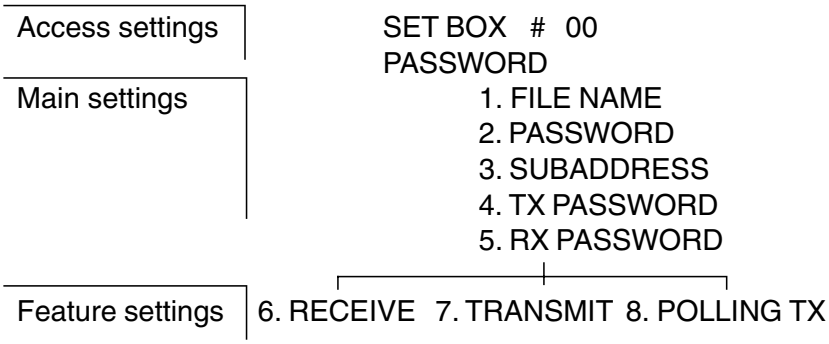
- ❏ If the other party has set a subaddress and password, you must register both a subaddress and password for the memory box.
- ❏ If the other party has set a subaddress only, then you must also register a matching subaddress.
- ❏ If the other party has set a password only, inform them that they must register a subaddress, or a subaddress and password. *Both fax units must register an ITU-T subaddress.*

Note

For the most efficient use of the memory box, register the numbers of all parties who will be receiving your documents or sending you documents for a One-touch or Coded Speed Dialing number.

When You Create a Memory Box

This is a brief summary of what to do when you create or change settings for a memory box.



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Access Settings

SET BOX A two-digit code (00-99) you assign to the box to select it when you need to scan documents into the box or to open it to view or change the settings. The box number and file name appear in printed reports for reference.

PASSWORD If you set a password when you create the memory box (below 2.PASSWORD), you will have to enter the password to view or change the rest of the settings afterwards.

Main Settings

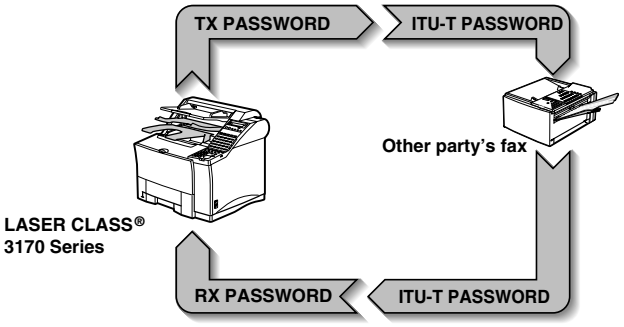
1.FILE NAME A personal name you can assign to the memory box to identify it in printed reports.

2.PASSWORD A four-digit password you assign to the memory box to protect the settings from unauthorized access. You must also use this password and the box number to print documents stored in the memory box. Assigning a password is optional, but strongly recommended, especially if you want to keep the memory box setup and the documents you receive confidential.

3.SUBADDRESS This is the ITU-T subaddress.

4.TX PASSWORD This is your TX password. TX password is only for polling sending. Your TX password must match the ITU-T password with which the other party calls you. If they do not match the other party will not receive your document.

5.RX PASSWORD This is your RX password. Your RX password must match the ITU-T password assigned to documents that you receive. If the passwords do not match, your fax will not receive the document.



The main settings apply to all three features below, they being RECEIVE, TRANSMIT, and POLLING TX.

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Feature Settings

6.RECEIVE Allows you to set up how documents are handled in the memory box when they are received. You can set the memory box to check the ID (telephone number) of the originator, and specify that the received document be held in the memory box and not printed.

7.TRANSMIT Allows you to set up memory box transmission. You can set the memory box to relay documents immediately or store them in the memory box. You can set the timer for all documents set for sending from the memory box.

8.POLLING TX Allows you to set up the memory box as a polling station to hold scanned or received documents in the memory box and wait for a polling request from another fax. After the subaddress and passwords are matched, the stored documents are sent to the polling fax.

Creating a Memory Box

Follow this procedure to create a memory box.

1. Open the MEMORY BOX menu.

Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

Press the search buttons until you see the display below.

```
DATA REGISTRATION
 6.FILE SETTINGS
```

Press **Set**.

```
FILE SETTINGS
 1.CONFID. MAILBOX
```


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Press the search buttons until you see the display below.

```
FILE SETTINGS
 3.MEMORY BOX
```

Press **Set**.

```
MEMORY BOX
 1.SETUP FILE
```

2. Give the memory box a number.

Press **Set**.

```
SETUP FILE
SET BOX #          00
```

Use the buttons on the numeric keypad to enter a two-digit code for the memory box.

- ❑ You can enter a number from 00 to 99 for the memory box number.

You can also use the search buttons to change the number. Press the down arrow to increase the number and the up arrow to decrease the number.

```
SETUP FILE
SET BOX #          33
```

Press **Set**.

3. Press the search buttons to display the desired setting.

```
SETUP FILE
 1.FILE NAME
```

```
SETUP FILE
 8.POLLING TX
```


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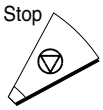
4. With the item displayed that you want to set press **Set**. Then perform the settings as described in the summary below.



5. When you are finished setting up the memory box, press **Stop** to return to standby.

Memory Box Setup Summary
The default settings, shown in bold, remain in effect unless you change them.

1.FILE NAME	NAME This setting allows you to enter a personal name for the memory box that will appear in printed reports. Enter a name of up to 24 characters and press **Set**.
2.PASSWORD	0000 to 9999 This operation password protects your memory box settings. After you set this password, you will have to enter the password before you can view or change the settings for the memory box. You will also have to enter this password to print a document received in the memory box.
3.SUBADDRESS	0-9, ∗, #, spaces (20 digits) The ITU-T subaddress for the memory box. *This setting is not optional.* You must enter a subaddress here in order to use the memory box. Enter a subaddress of up to 20 digits long. In addition to numbers, the subaddress may include ∗, #, and spaces.
4.TX PASSWORD	0-9, ∗, #, spaces (20 digits) The ITU-T standard TX password for your memory box. TX password is only for polling sending. This password must match the ITU-T password with which the other party calls you in order for the transaction to succeed. If your TX password does not match the ITU-T password on the other fax machine, your document will not be received by the other party's fax.

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Memory Box Setup Summary (Cont'd)

5.RX PASSWORD	0-9, ∗, #, spaces (20 digits) The ITU-T standard RX password for your memory box. This password must match the ITU-T password sent with a document to your fax in order for the transaction to succeed. If your RX password does not match the TX password sent with the document from the other party's fax, your fax will not receive the document.
6.RECEIVE	Determines whether or not the document is received in the memory box and how it is received. **NO** Documents are not received in the memory box. YES Documents are received in the memory box and you can do some additional settings to determine how they are received. If selected, you can turn on checking the originator, printing the document, and printing method.
1.SELECT ORIG UNIT	Determines whether your fax checks to make sure the originator of the transmission is registered on your fax. To be registered on your fax, the originator's telephone number must be registered for a One-touch or Coded Speed Dialing button on your fax unit. **OFF** Your fax receives an incoming document even if the originator is not registered on your fax. ON Your fax will receive the document only if the originator is registered for a One-Touch or Coded Speed Dialing button on your fax unit. TEL = After you turn SELECT ORIG UNIT on, press the appropriate One-touch Speed Dialing button or press the **Coded Dial** button followed by the appropriate three-digit code to register the number of the originator and press **Set**. *In order to register the originator's telephone number, the number must be registered for a One-touch or Coded Speed Dialing button.*

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Memory Box Setup Summary (Cont'd)

2.PRINT RX DOC.	Determines whether to print a received document.		
	ON		Documents will be printed when they are received in the memory box and you can set how they will be printed.
	OFF		Documents received in the memory box are not printed.
1.PRINT METHOD	If you turn on PRINT RX DOC., you can also set the print method.		
	AUTO		A document will print automatically as soon as it is received in the memory box.
	MAN.		You will have to manually print documents received in the memory box.
2.# OF RX COPIES	01 COPIES		If you turn on PRINT RX DOC., use this setting to specify the number of copies you want to print (01-99).
7.TRANSMIT	Determines whether to transmit documents from the memory box and how they are to be transmitted.		
	NO		Documents are not transmitted from the memory box.
	YES		Documents are transmitted from the memory box.
1.SELECT LOCATIONS	Allows you to select the destinations of the documents to be transmitted from the memory box. Press the appropriate One-touch button or press the **Coded Dial** button followed by the appropriate three-digit code to enter numbers for dialing.		

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Memory Box Setup Summary (Cont'd)

2.TX DOCUMENT	Determines whether to (1) transmit documents received in the memory box from another fax or (2) transmit documents scanned into the memory box.	
1.RECEIVED DOCUMENT	Sets the memory box to receive documents from other fax units and transmit them to other destinations.	
	TRANSMIT	Documents received in the memory box can be transmitted to other destinations.
	NOT TRANSMIT	Documents received in the memory box cannot be transmitted to other destinations.
TX REPORT	If you turn on TRANSMIT for RECEIVED DOCUMENT, you can set the memory box to send a transaction report to the originator every time it sends a received document to another destination. This setting is effective only when 6.RECEIVE – 1.SELECT ORIG UNIT is ON.	
	TRANSMIT	A transaction report for the transmission is sent to the originator.
	NOT TRANSMIT	A transaction report for the transmission is not sent to the originator.
2.SCAN DOCUMENT	Determines whether to transmit documents scanned in the memory box.	
	TRANSMIT	Documents scanned into the memory box are transmitted.
	NOT TRANSMIT	Documents scanned into the memory box are not transmitted.

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Memory Box Setup Summary (Cont'd)

3.TX START TIME		Allows you to set the timer for the transmission of a document received or scanned into the memory.
	EVERYDAY	Enter the time (in 24-hour format) that you want to transmit the documents from the memory box. You can set up to 5 times to transmit documents every day.
	SELECT DAYS	Select one or more days of the week to transmit documents from the memory box. Enter the time (in 24-hour format) that you want to transmit the documents from the memory box. You can set up to 5 times for each day you select.
8.POLLING TX		Determines whether the memory box is to be used as a polling box. A polling box holds a document in the memory so that the fax is polled by another fax unit requesting that the document be sent.
		NO — The memory box is not set up as a polling box. The documents received or scanned into the memory box are not sent in response to a polling request from another fax unit.
		YES — The memory box is set up as a polling box. The documents received or scanned into the memory box are sent in response to a polling request from another fax unit.
1.ERASE AFTER TX		Determines whether the document is erased from the memory after it is sent in response to a polling request.
		ON — The document is erased after it is sent. The memory box is polled and sends the document only once.
		OFF — The document is not erased after it is sent. The memory box can be polled to send the document indefinitely.

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Memory Box Setup Summary (Cont'd)

2.TX DOCUMENT	This setting determines which document is to be sent when the memory box is polled: (1) only documents received in the memory box or (2) only documents scanned into the memory box.	
1.RECEIVED DOCUMENT	Determines whether to transmit the documents received in the memory box when the memory box is polled.	
	TRANSMIT	When the memory box is polled, documents received from other fax units and stored into the memory box are sent.
	NOT TRANSMIT	When the memory box is polled, documents received from other fax units and stored into the memory box are not sent.
2.SCAN DOCUMENT	Determines whether to transmit the documents scanned into the memory box when the memory box is polled.	
	TRANSMIT	When the memory box is polled, documents scanned into the memory box are sent.
	NOT TRANSMIT	When the memory box is polled, documents scanned into the memory box are not sent.

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Changing the Memory Box Settings

Follow this procedure to change the memory box settings.

1. Open the MEMORY BOX menu. (→8-14)

```
MEMORY BOX
  1.SETUP FILE
```

2. Press the search buttons to display until you see the display below.

```
MEMORY BOX
  2.CHANGE DATA
```

3. Press **Set**.

```
CHANGE DATA
SET BOX #          00
```

4. Use the buttons on the numeric keypad to enter the number of the box you want to change and press **Set**.

```
CHANGE DATA
PASSWORD           _
```

If you have not set the operation password, you can skip the next step.

5. Enter the four-digit password protecting the memory box settings and press **Set**.

6. Press the search buttons to display the setting you want to change.

```
CHANGE DATA
 1.FILE NAME
```

```
CHANGE DATA
 8.POLLING TX
```


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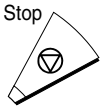
7. With the setting you want to change on the display, press **Set**.

8. Follow the same procedures you used to set the initial settings or change the defaults. (→8-16)

If you want to change the operation password, first you will have to enter the old password (it will not be displayed) and then enter the new password (it will be displayed as you enter it).



9. When you are finished making changes, press **Stop** to return to standby.

Canceling a Memory Box

Follow this procedure to cancel a memory box.

1. Open the MEMORY BOX menu. (→8-14)

```
MEMORY BOX
  1.SETUP FILE
```

2. Press the search buttons until you see the display below.

```
MEMORY BOX
  3.DELETE FILE
```

3. Press **Set**.

```
DELETE FILE
SET BOX #          00
```

4. Enter the number of the box you want to delete and press **Set**.

```
DELETE FILE
PASSWORD           _
```

If you have not set the operation password, you can skip the next step.

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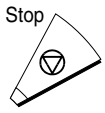
5. Enter the four-digit password protecting the memory box settings and press **Set**.

```
DELETE FILE
FILE DELETED
```



6. Press **Stop** to return to standby.

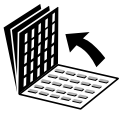
Sending a Document Stored in the Memory Box

Follow this procedure to store a document in the memory box for sending according to the memory box setup. (→8-14)

1. Set the document on the fax. (→6-3)

   Set the document resolution, contrast, and document type. (→6-4)

   You can also select a sender's name with the **TTI Selector**. (→6-6)



2. Open all three of the One-touch Speed Dialing panels. Then press **Memory Box**.

```
MEMORY BOX
  1.MEMORY BOX TX
```

3. Press **Set**.

```
SUBADDRESS
```

4. Use the buttons on the numeric keypad to enter the ITU-T subaddress of the memory box. Then press **Set**.

```
MEMORY BOX TX
SENDER'S NAME
```

```
SENDER'S NAME
      CANON, INC.
```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TTI Selector

5. Press **TTI Selector** until you see the sender name you want to use. You can also use the search buttons to scroll up and down the TTI list.

```
SENDER'S NAME
01    R.LOUIS
```

Set

6. Press **Set**.

```
TRANSMIT            0037
SCANNING DOC.    P.001
```

The fax begins to scan the document.

The document is stored in the memory box and will be sent according to the memory box settings. (→8-14)

Printing a Document Received in a Memory Box

Follow this procedure to print a document that has been received and stored in a memory box according to the memory box setup. (→8-14)

Note

You can use this procedure to print a document from the memory box only after you have set PRINT RX DOC. to ON and set PRINT METHOD to MAN. under the RECEIVE item of the memory box setup.

After the fax receives a document in a memory box, the fax displays a message and prints a report, unless this feature has been turned off. (→16-8)

```
PRINTING REPORT
```

```
12/31/1999  13:29  FAX 833 4423          WORLD ESTATE,INC.          ☑001

                    ******************************
                    ***  MEMORY BOX REPORT    ***
                    ******************************

BOX #                   #66
FILE NAME               R.LOUIS
TX/RX NO                5006
CONNECTION TEL                  1 213 978 3314
SUBADDRESS                           0000
CONNECTION ID           BELZER,INC.
ST. TIME                12/31 13:29
USAGE T                 00'18
PGS.                      1
RESULT                  OK
```


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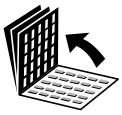
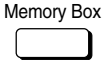
A message will alternate with the standby display (date and time) until you print the document received in the memory box.

```
RECEIVED IN MEM. BOX
```



1. Open all three of the One-touch Speed Dialing panels. Then press **Memory Box**.




```
MEMORY BOX
  1.MEMORY BOX TX
```

2. Press the search buttons until you see the display below.

```
MEMORY BOX
  2.MEMORY BOX RX
```

3. Press **Set**.

```
SUBADDRESS
```

4. Use the buttons on the numeric keypad to enter the ITU-T subaddress of the memory box holding the document you want to print. Then press **Set**.

```
MEMORY BOX RX
PASSWORD          _
```

If you have not set the operation password, the documents starts printing.

5. Enter the four-digit operation password that protects the memory box setup and press **Set**.

After you enter the operation password, the document starts printing.

```
MEMORY BOX RX
PRINTING      P.001/002
```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What Happens to Memory after a Power Failure

If power to the fax is lost due to a power failure, or if the fax is accidentally unplugged, a built-in battery keeps a trickle of current supplied to the memory so all the documents currently stored in the memory can be saved for up to approximately 12 hours.

How Your Registered Data Is Protected

This is what happens when the fax is disconnected:

- ❏ The backup battery takes over and keeps a trickle of current flowing to the memory in order to preserve all the documents in the memory waiting to be sent or printed.
- ❏ However, if the fax is left off for longer than approximately 12 hours, all documents in the fax memory will be lost after the battery runs down, and as soon as power is restored to the fax a Memory Clear Report is printed that shows you what documents were erased. (→14-20)
- ❏ Because your user data and speed dialing settings are constantly refreshed by a lithium battery, they will not be lost as a result of a power failure, even if power to the fax is cut off for longer than approximately 12 hours.
- ❏ When many documents are stored in the fax memory, the fax may need about 2 minutes to recover after power is restored to the fax.

About the Backup Battery

Here is a list of things to keep in mind about the backup battery.

- ❏ The backup battery that preserves document data in the memory for up to 12 hours in case of a power loss is a rechargeable battery, and it requires about 1 day to reach full charge after power to the fax unit is restored.
- ❏ Frequently disconnecting the fax unit from the power source shortens the service life of the battery.

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- To avoid shortening the backup battery service life, use the fax within a temperature range of 50°F to 90.5°F (10°C to 32.5°C). If the fax is used in an environment that is too hot or too cold, this can shorten the service life of the backup battery.

- If the backup battery cannot preserve data even after you plug in the power source and the fax is left on for 1 day (24 hours), call for service and have the backup battery replaced.

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Chapter 9
Using a Relay Network

This chapter shows you how to relay documents and how to have documents relayed for you.

You can set up your fax unit as a relay station to relay documents that you receive, or you can send documents to another fax and have the documents relayed for you.

❏ What is Relay Broadcasting? 9-2

❏ Setting Up and Using a Standard Relay Unit 9-3
- Setting Your Fax as a Relay Unit 9-4
- Changing the Relay Broadcast Settings 9-7
- Deleting the Relay Group 9-9

❏ Sending a Document to a Relay Unit for Relay Broadcasting 9-10
- Sending a Document to a Relay Unit with Speed Dialing 9-12
- Sending with the Relay Broadcast Button 9-12

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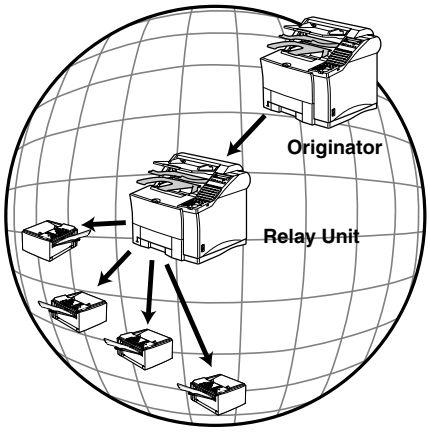
What is Relay Broadcasting?

In a relay broadcast, the originator fax unit sends a document over a long distance to another fax called the relay unit. After the relay unit receives your document, it automatically sends the document to several other fax units in the local area. In this way you can send a document to several fax units in the same locality with only one long distance transmission.



In a relay network your fax unit can function as both an originator and a relay unit. When your fax unit is the *originator*, it sends a document to a relay unit from which the document is relayed to several destination in the same locality. When your fax unit is the *relay unit* it receives a document from another party and relays it to one or several other faxes in your own locality.

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Setting Up and Using a Standard Relay Unit

In this section we will show you how to set up and manage a relay network with the standard relay features provided on the fax.

Before you set up your fax to relay documents from the originator fax unit, confirm the following points:

- ❏ Make sure your unit telephone number is correctly registered. (→3-13, 14-5)
- ❏ Make sure the telephone number of the originator fax unit is registered on your fax for a speed dialing button. (→14-2)
- ❏ After your fax receives the document from the originators it will relay the document to one or several destination units. Make sure the telephone numbers of all the destination units are registered on your unit for speed dialing buttons. (→14-2)
- ❏ Ask the originator if they would like to receive a report of successful transmission after your fax relays the document.
- ❏ Make sure the relay feature on your fax is turned on.

Follow the procedure in this section to set up your fax as a relay unit. When your fax is the relay unit, it receives the document from the originator and relays it to several other destinations.

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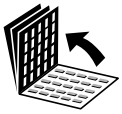
Setting Your Fax as a Relay Unit

Follow this procedure to set your fax to participate in a relay network as a relay unit.

1. Open the RELAY TX GROUP menu.



Open all three of the One-touch Speed Dialing panels and press **Data Registration**.

Data Registration

```
REGISTRATION
 1.DATA REGISTRATION
```

Set

Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

Press the search buttons until you see the display below.

```
DATA REGISTRATION
 6.FILE SETTINGS
```

Set

Press **Set**.

```
FILE SETTINGS
 1.CONFID. MAILBOX
```

Press the search buttons until you see the display below.

```
FILE SETTINGS
 2.RELAY TX GROUP
```

Set

Press **Set**.

```
RELAY TX GROUP
 1.SETUP FILE
```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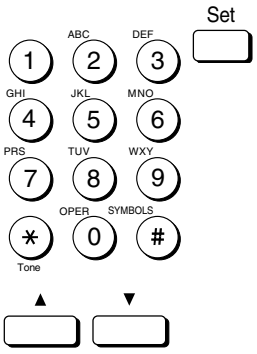
2. Give the relay group a number from 00 to 99.

Press **Set**.

```
SETUP FILE
SET RLY TX GROUP#   00
```

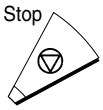


Use the buttons on the numeric keypad to enter the two-digit relay group number and press **Set**.

```
SETUP FILE
 1.GROUP DIAL NAME
```


Use the search buttons to display all the items in the menu.

With the item displayed that you want to set, press **Set**. Then follow the instructions in the table below to set up the relay group.



When you are finished, press **Stop**.

Relay Group Setup Summary

The default settings, shown in bold, remain in effect unless you change them.

1.GROUP DIAL NAME	Name (24 characters) Enter a name for the relay group. The name can be up to 24-characters long. Then press **Set**.
2.PASSWORD	0000-9999 A four-digit password protects the relay box settings you are about to set up. After you set a password, you will have to enter it every time you want to view or change these settings. Enter a four-digit password and press **Set**.
3.SUBADDRESS	20 digits (✻ # spaces) This is the ITU-T subaddress. Enter a number up to 20 digits long (it can include spaces and the symbols ✻ and #).

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Relay Group Setup Summary (Cont'd)

4.RX PASSWORD	20 digits (✻ # spaces) When your fax is the relay unit, this ITU-T password must match the ITU-T password of the document sent from the originator in order for your fax to receive the document. Otherwise, your fax will not receive the document. Enter a number up to 20 digits long (it can include spaces and the symbols ✻ and #).		
5.SELECT ORIG UNIT	When your fax is the relay unit, this feature forces your fax to check the identity of the originator before it receives the document for relay to other units.		
	ON	When your fax receives a document for relay, it will check the identity of the originator before it receives the document. *In order for this feature to perform correctly, the telephone number of the originator unit must be registered correctly for speed dialing on your fax unit.*	
	TEL =	Press the One-touch Speed Dialing button or press the **Coded Dial** button followed by the three-digit code where the number for the originator fax is registered and press **Set**.	
	OFF	Your fax will receive a document for relay without checking the identity of the originator.	
6.PRINT RX DOC.	When your fax is the relay unit, this setting determines if your fax unit prints a copy of every document that it relays.		
	OFF	Your fax does not print a copy of every document it relays to other fax units.	
	ON	Your fax prints a copy of every document it relays to other fax units.	
	# OF RX COPIES	01 COPIES	If you turn on PRINT RX DOC., use this setting to specify the number of copies you want to print (01-99).
7.SELECT LOCATIONS	This item allows you to select the fax units to receive the document your unit relays. *The number of fax units to receive the document must be registered for One-touch or Coded Speed Dialing. You cannot enter a number with regular dialing.*		
	TEL =	Close the One-touch Speed Dialing panels and press the speed dialing buttons where the numbers of the fax units to receive the relay broadcast are registered then press **Set**. You can select up to 200 destinations.	

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Relay Group Setup Summary (Cont'd)

8.TX REPORT	This feature determines if your fax unit returns a relay transmission report to the originator after your fax unit receives and relays a document.	
	TRANSMIT	After your fax unit relays a document, it sends a transmission report back to the originator. *In order for the feature to perform correctly, the originator's unit telephone number must be registered on your fax for One-touch or Coded Speed Dialing.*
	NOT TRANSMIT	No relay transmission report is sent to the originator after a document has been relayed.
9.TX START TIME	You can set your fax to hold documents and then relay them at a preset time. If you do not set this item, all documents received for relay are relayed immediately. If you want to use this feature, press **Set**. Use the buttons on the numeric keypad to enter the time in 24-hour format. You can set up to 5 times to relay documents within a 24-hour period every day.	
10.RELAY B'CAST	This feature switches relay broadcasting for this group on and off without altering any of the other settings.	
	ON	Your fax unit receives and relays a document set for relay broadcasting.
	OFF	Your fax unit will not receive and relay a document set for relay broadcasting.

Changing the Relay Broadcast Settings

Follow this procedure to change the relay broadcast settings.

- ❏ If you want to add to the list of fax units to receive relay broadcasts from your fax unit, make sure that the numbers you want to add are registered for One-touch or Coded Speed Dialing.
- ❏ If you want to set your fax unit to confirm the identity of the originator before it receives a document for relay broadcasting, make sure the telephone number of the originator's fax unit is registered for One-touch or Coded Speed Dialing on your fax unit.

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1. Open the RELAY TX GROUP menu. (→9-4)

```
RELAY TX GROUP
 1.SETUP FILE
```

2. Press the search buttons until you see the display below.

```
RELAY TX GROUP
 2.CHANGE DATA
```

3. Press **Set**.

```
CHANGE DATA
SET RLY TX GROUP#   00
```

4. Use the buttons on the numeric keypad to enter the group number. Then press **Set**.

```
CHANGE DATA
PASSWORD          _
```

If you have not set the operation password, you can skip the next step.

5. Enter the four-digit operation password and press **Set**.

```
CHANGE DATA
 1.GROUP DIAL NAME
```

6. Press the search buttons to display the item you want to change and press **Set**.

   ❑ To change the settings for an item, follow the same procedure you used for initial setup of the relay group. (→9-5)

   ❑ To delete an item, press **Clear** and then press **Set**.

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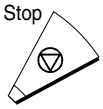
- ❑ To turn off the relay feature for the group and retain the setup, press the search buttons to display 10.RELAY B'CAST, press **Set**, and turn this feature off. You do not have to delete the relay group to disable it temporarily.

- ❑ To change the operation password, first you have to enter the old password (it is not displayed as you enter it) and then you have to enter the new password (it is displayed as you enter it).



7. When you are finished making changes, press **Stop** to return to standby.

Deleting the Relay Group

Follow this procedure to delete the relay group and all of its settings.

1. Open the RELAY TX GROUP menu. (→9-4)

```
RELAY TX GROUP
 1.SETUP FILE
```

2. Press the search buttons until you see the display below.

```
RELAY TX GROUP
 3.DELETE FILE
```

Press **Set**.

```
DELETE FILE
SET RLY TX GROUP# 00
```

3. Use the buttons on the numeric keypad to enter the relay group number then press **Set**.

```
DELETE FILE
PASSWORD          _
```

If you have not set the operation password, you can skip the next step.

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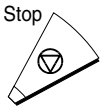
4. Enter the four-digit operation password and press **Set**.

```
DELETE FILE
FILE DELETED
```



5. Press **Stop** to return to standby.
If the relay has been set for timer sending and the document is still in the memory, you will not be able to delete the relay group until the document is sent. In this case the fax will prompt:

```
CANNOT DELETE
```

Wait until the document is sent before you attempt to delete the relay group.

Sending a Document to a Relay Unit for Relay Broadcasting

Follow this procedure to send a document to a relay unit.

In this procedure your fax is the originator.

Before you send a document to another fax for relay broadcasting, confirm the following points on your fax:

- ❏ Make sure your own fax unit telephone number is correctly registered. (→3-13, 14-5)
- ❏ Enter a subaddress.

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Before you send a document to another fax for relay broadcasting, contact the other party and confirm the following points about their fax:

- ❏ The relay unit must support ITU-T subaddress/password transactions.
- ❏ If you want a relay transmission report sent back to your fax from the relay unit, instruct the relay unit to turn this feature on when they set up the relay function on their fax.
- ❏ Make sure the relay unit has registered the telephone numbers of all destinations for the speed dialing buttons of the relay unit.
- ❏ Make sure you have the correct subaddress for the other party's fax.
- ❏ Confirm that the subaddress you have been given has been used to set up the other party's fax as a relay station. Your fax cannot confirm whether or not the other party's fax has been set up properly as a relay unit.
- ❏ If an ITU-T password is set on the other party's fax you must send the document with a password. Otherwise, the other fax will not receive your document.

After the relay fax is set up to participate in a relay network, it should receive and relay documents automatically. By following the initial setup procedures in the previous section, the relay fax unit can be set to confirm the identity of the originator before sending and to send a relay transmission report to the originator after your fax unit requests the other unit to relay a document.

Note

When your fax unit is the originator of a relay transmission with this method, it does not check to ensure that the fax to receive and relay the transmission is set up properly for relay transmission. Even when the fax is not set up to relay your documents, your fax unit reports such a transmission as a successful relay transmission. Make sure the relay unit is set up correctly to relay documents that it receives from your fax unit.

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Sending a Document to a Relay Unit with Speed Dialing

You can register a telephone number for relay sending under a One-touch or Coded Speed Dialing button.

Check these points before you send a document to another party for relay:

- ❏ Contact the other party and ask for the ITU-T subaddress and password they are using for receiving documents to relay.
- ❏ The other party's fax unit does not have to be a Canon fax unit, but make sure the other party's fax unit supports the use of ITU-T subaddresses and passwords.
- ❏ Perform the procedure to register a telephone number for One-touch or Coded Speed Dialing. (→4-6, 4-15) If the speed dialing buttons are already set up, perform the procedure to change the One-touch or Coded Speed Dialing settings. (→4-6, 4-15)
- ❏ When you do the speed dialing settings, turn on the OPTIONAL SETTING feature and select TX TYPE. Select ORIG RELAY TX and then set the ITU-T subaddress and password. (→4-11, 4-21) Confirm that the other party is set up properly to relay documents received from your fax. Your fax cannot confirm whether or not the other fax has been set up properly for relaying a document sent from your fax.

Sending with the Relay Broadcast Button

Follow this procedure to send the original document for a relay broadcast with the **Relay Broadcast** button.

Note

You can set only one destination.

1. Set the document on the fax. (→6-3)

   Set the document resolution, contrast, and document type. (→6-4)

   You can also select a sender's name with the **TTI Selector**. (→6-6)

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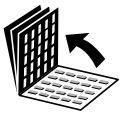

Relay
Broadcast

2. Open all three of the One-touch Speed Dialing panels and press **Relay Broadcast**.

```
ORIG RELAY TX
SELECT LOCATIONS
```

```
TEL=
```

3. Dial the relay units.
Use regular dialing. (→6-7)

-if not-

Press a One-touch Speed Dialing button, or press **Coded Dial** followed by a three-digit code. (→4-29, 4-31)

-if not-

Dial the number with directory dialing. (→4-35)

```
TEL=              123  4567
 01 CANON, INC.
```

Set

Press **Set**.

```
SUBADDRESS
```


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4. Enter the ITU-T subaddress required to start the relay broadcast on the other party's fax. Then press **Set**.

```
TEL=              123 4567
 01 CANON, INC.
```

If a password is not required go on to the next step.

-if not-

If an ITU-T password is also required to start the relay broadcast, press **Password**.

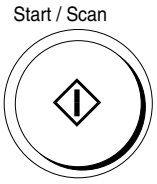
```
PASSWORD
```

Note

You must press **Password** within 5 seconds of pressing **Set**. If you wait longer than the timeout interval before pressing **Password**, the fax will start scanning the document. The timeout interval can be turned off. (→16-11)

Enter the ITU-T password required to start the relay broadcast on the other party's fax. Then press **Set**.

```
TEL=              123 4567
 01 CANON, INC.
```



5. Press **Start/Scan** to start the transmission.

Note

The Fax will begin scanning automatically if the Time Out function is set to on. (→6-23, 16-11)

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Chapter 10
Using Confidential Mailboxes

This chapter shows you how to send and receive confidential documents.

A confidential document is a document that does not print as soon as it is received. The receiving party must use a password to unlock his or her mailbox in order to print the document. Use confidential sending and receiving for documents that you want only the person with the correct password to read.

Note

You cannot use the conventional Canon confidential mailbox feature.

❏ Setting Up and Using the Standard Mailbox Features 10-2
- Creating a Mailbox 10-2
- Changing Mailbox Settings 10-6
- Canceling a Mailbox 10-7
- Receiving a Confidential Document 10-8

❏ Sending a Confidential Document 10-10
- Sending a Confidential Document with Speed Dialing 10-10
- Sending a Confidential Document with the Confidential Mailbox Button 10-11

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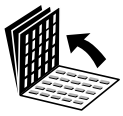
Setting Up and Using the Standard Mailbox Features

In this section we will describe how to create your own mailbox, change the mailbox settings when necessary, and delete the mailbox when it is no longer needed.

Creating a Mailbox

Follow this procedure to create a mailbox to hold confidential documents in a private mailbox protected with a password.

1. Open the CONFID. MAILBOX menu.



Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

Press the search buttons until you see the display below.

```
DATA REGISTRATION
 6.FILE SETTINGS
```

Press **Set**.

```
FILE SETTINGS
 1.CONFID. MAILBOX
```

Press **Set**.

```
CONFID. MAILBOX
 1.SETUP FILE
```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2. Give the mailbox a number.

Press **Set**.

```
SETUP FILE
SET BOX #              00
```

Use the buttons on the numeric keypad to enter a two-digit code for the confidential mailbox number. Then press **Set**.

```
SETUP FILE
 1.FILE NAME
```

Press **Set**.

```
FILE NAME              :A
    _
```

3. Give the mailbox a name to identify it in printed reports.

Use the buttons on the numeric keypad to enter a personal name for the mailbox. The name can be up to 24 characters long and may include numbers, symbols, and spaces. Then press **Set**.

```
SETUP FILE
 2.PASSWORD
```

4. Give the mailbox a password to protect the mailbox content and settings from unauthorized access.

Press **Set**.

```
PASSWORD
                       _
```

- ❏ This password protects the confidential mailbox settings from unauthorized access. The next time you want to open this menu to view the settings or make any changes, you will have to enter this password to open the menu.

- ❏ You will have to enter this password to print documents you receive in your mailbox. Do not forget your password.

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Use the buttons on the numeric keypad to enter a four-digit password. Then press **Set**.

```
SETUP FILE
 3.SUBADDRESS
```

5. Give the mailbox an ITU-T subaddress.

Press **Set**.

```
SUBADDRESS
```

This item is the ITU-T standard subaddress. *This setting is required.* All confidential documents must be sent to your fax with this subaddress in order to be stored in your mailbox. If the subaddresses do not match, the document will not be received.

Use the buttons on the numeric keypad to enter an ITU-T subaddress up to 20-digits long. Then press **Set**.

```
SETUP FILE
 4.RX PASSWORD
```

Note

The next setting is optional. If you set a password, however, the confidential documents sent to you must include this password.

6. To enter an ITU-T password, press **Set**.

```
RX PASSWORD
```

Use the buttons on the numeric keypad to enter an ITU-T password up to 20-digits long. Then press **Set**.

```
SETUP FILE
 5.# OF RX COPIES
```


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7. Normally only one copy of the document received in a confidential mailbox is printed. If you want to print more copies, change this setting. Otherwise, go on to the next step.

To specify more copies, press **Set**.

```
# OF RX COPIES
                    01COPIES
```

Press the search buttons to increase or decrease the number.

-if not-

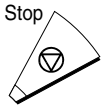
Use the buttons on the numeric keypad to enter a two-digit number. For numbers 00 to 09 you must enter 2 digits, including the zero.

Press **Set**.

```
SETUP FILE
SET BOX #           00
```

8. You can repeat this procedure to set up another mailbox.

-if not-



Press **Stop** to return to standby.

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Changing Mailbox Settings

Follow this procedure to change the settings for a mailbox. To open a mailbox to view and change the settings, you must know the mailbox number and password.

1. Open the CONFID. MAILBOX menu. (→10-2)

```
CONFID. MAILBOX
 1.SETUP FILE
```

2. Press the search buttons until you see the display below.

```
CONFID. MAILBOX
 2.CHANGE DATA
```

3. Open the mailbox with its number and password.

Press **Set**.

```
CHANGE DATA
SET BOX #          00
```

Use the buttons on the numeric keypad to enter the two-digit code of the mailbox you want to change. Then press **Set**.

```
CHANGE DATA
PASSWORD           _
```

Use the buttons on the numeric keypad to enter the four-digit password protecting access to the mailbox. Then press **Set**.

```
CHANGE DATA
 1.FILE NAME
```


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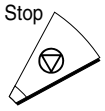
4. Press the search buttons to display the item you want to change.

```
CHANGE DATA
 1.FILE NAME
```

```
CHANGE DATA
 5.# OF RX COPIES
```

5. With the item you want to change shown in the display, press **Set**.

6. To change an item, follow the same procedure you used to perform the initial settings. (→10-3)



7. Press **Stop** to return to standby.

Canceling a Mailbox

Follow this procedure to cancel a mailbox.

1. Open the CONFID. MAILBOX menu. (→10-2)

```
CONFID. MAILBOX
 1.SETUP FILE
```

2. Press the search buttons until you see the display below.

```
CONFID. MAILBOX
 3.DELETE FILE
```

3. Press **Set**.

```
DELETE FILE
SET BOX #          00
```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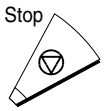
4. Use the buttons on the numeric keypad to enter the number of the mailbox you want to delete. Then press **Set**.

```
DELETE FILE
PASSWORD          _
```

5. Use the buttons on the numeric keypad to enter the four-digit password protecting the mailbox you want to delete. Then press **Set**.

```
DELETE FILE
FILE DELETED
```



6. Press **Stop** to return to standby.

Receiving a Confidential Document

When the fax receives a confidential document with a subaddress or subaddress and password that match the subaddress/password settings for your confidential mailbox, the document is stored in the mailbox.

After the fax unit receives a document in a confidential mailbox, it displays a message and prints a report unless this feature has been turned off.

```
PRINTING REPORT
```

12/31/1999 13:34 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** CONFID. RX REPORT ***
****

CONFID. MBOX #	#01
CONFID. MBOX NAME	LOUIS
TX/RX NO	5007
CONNECTION TEL	1 213 978 3314
SUBADDRESS	1111
CONNECTION ID	BELZER,INC.
ST. TIME	12/31 13:33
USAGE T	00'18
PGS.	1
RESULT	OK

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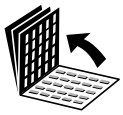
❑ The report lists the subaddress where the documents have been received.

❑ Printing this Confidential Receive Report every time you receive a confidential document can be turned off and on. (→16-8)

After the report prints, a message alternates with the standby display (date and time) until you print the report received in the mailbox.

```
RECEIVED IN MAILBOX
```

Follow this procedure to print a document received in a confidential mailbox.



1. Open all three of the One-touch Speed Dialing panels. Then press **Confidential Mailbox**.

```
CONFID. TX/RX
 1.CONFIDENTIAL TX
```

2. Press the search buttons until you see the display below.

```
CONFID. TX/RX
 2.CONFIDENTIAL RX
```

3. Press **Set**.

```
SUBADDRESS
```

4. Use the buttons on the numeric keypad to enter the subaddress for the mailbox. Then press **Set**.

```
CONFIDENTIAL RX
PASSWORD          _
```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5. Use the buttons on the numeric keypad to enter the four-digit password to open the mailbox. Then press **Set**.

To protect your password, it is not displayed when you enter it.

The document starts printing.

```
CONFIDENTIAL RX
PRINTING        P.001/002
```

Sending a Confidential Document

Sending a document with a subaddress and password does not ensure that the document will be received as a confidential document. Before your fax sends a document, it cannot confirm that the other party has their fax set up for confidential receiving.

You can use two methods to send a confidential document:

- ❏ If you frequently use the confidential sending feature, you can register a telephone number for confidential sending with One-touch or Coded Speed Dialing registration.
- ❏ You can also enter the ITU-T subaddress and password with **Confidential Mailbox** button.

Sending a Confidential Document with Speed Dialing

You can register a telephone number for confidential sending at the touch of a One-touch Speed Dialing button or by pressing **Coded Dial** followed by a three-digit code.

Check these points before you send a confidential document to another party:

- ❏ Contact the other party and ask for the ITU-T subaddress and password they are using for receiving confidential documents.

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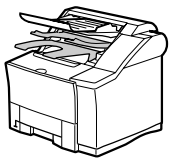
- ❏ The other party's fax unit does not have to be a Canon fax unit, but make sure the other party's fax unit supports the use of ITU-T subaddresses and passwords.
- ❏ Perform the procedure to register a telephone number for One-touch or Coded Speed Dialing. (→4-6, 4-15)
- ❏ If the speed dialing buttons are already set up, perform the procedure to change the One-touch or Coded Speed Dialing settings. (→4-6, 4-15)
- ❏ When you do the speed dialing settings, turn on the OPTIONAL SETTING feature and select TX TYPE. Select CONFIDENTIAL TX and then set the ITU-T subaddress and password. (→4-11, 4-20)
- ❏ Confirm that the other party has set up a confidential mailbox with the subaddress you have been given. *Your fax cannot confirm whether or not the subaddress has been used to set up a confidential mailbox.*

Sending a Confidential Document with the Confidential Mailbox Button

Note these points about sending a confidential document to a confidential mailbox.

- ❏ You can dial only one telephone number.
- ❏ If you frequently need to send a confidential document to more than one location, register the number, subaddress, and password for One-touch or Coded Speed Dialing so you can use multiple broadcasting. (→4-6, 4-15)
- ❏ If you use One-touch or Coded Speed Dialing to dial the number after you perform the following operation, the transmission mode settings registered for the speed dialing button are ignored.
- ❏ The password setting is optional but required if the other party has set a password on the other fax unit.



1. Set the document on the fax. (→6-3)

   Set the document resolution, contrast, and document type. (→6-4)

   You can also select a sender's name with the **TTI Selector**. (→6-6)

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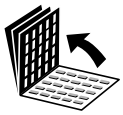

Confidential Mailbox

2. Open all three of the One-touch Speed Dialing panels and press **Confidential Mailbox**.

```
CONFID. TX/RX
 1.CONFIDENTIAL TX
```

Set

3. Press **Set**.

```
CONFIDENTIAL TX
SELECT LOCATIONS
```

```
TEL =
```

4. Use the buttons on the numeric keypad to dial the number. (→6-7)

-if not-

Close the One-touch Speed Dialing panels and press a One-touch Speed dialing button to dial the number, or press **Coded Dial** and enter the three-digit code. (→4-29, 4-31)

-if not-

Dial the number with directory dialing. (→4-35)

- ❏ You can dial only one number.
- ❏ The transmission mode settings for the speed dialing button are ignored.

Set

Press **Set**.

```
SUBADDRESS
```

5. Use the buttons on the numeric keypad to enter the ITU-T subaddress. Then press **Set**.

```
TEL=              123 4567
01 CANON, INC.
```


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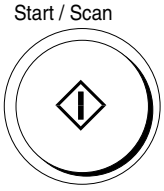
6. If you must also enter an ITU-T password, press **Password**. Otherwise, just go on to the next step.

```
PASSWORD
```

You must press **Password** within 5 seconds of pressing **Set**. If you wait longer than the timeout interval before pressing **Password**, the fax will start scanning the document. The timeout interval can be turned off. (→16-11)

Use the buttons on the numeric keypad to enter the ITU-T password. Then press **Set**.

```
TEL=              123 4567
01 CANON, INC.
```



7. Press **Start/Scan** to start the transmission.

The Fax will begin scanning automatically if the Time Out function is set to on. (→6-23, 16-11)

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Chapter 11
Setting Up and Using Polling

This chapter shows you how to set up and use polling sending and receiving. Polling is useful when one or both parties cannot be in the office at the same time.

❏ What is Polling? 11-2
- Before You Use Polling Receiving 11-2

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What is Polling?

Polling means a fax calls another fax and requests that the other fax send a document that it is holding. Unlike normal sending and receiving, in polling the receiver always calls the sender. This is called polling to receive a document. The sender sends the document in response to the polling by a telephone call from the receiver.

Your fax can be set up to function in both roles. Your fax can poll to receive a document, or it can be polled to send a document that it is holding.

Before You Use Polling Receiving

Before you try to set up polling, note the following points:

- ❏ With one operation you can poll several faxes. You can dial up to 210 telephone numbers and poll those faxes to receive documents that they are holding.
- ❏ You can poll a document at any time, but you may find it more useful to set your fax for polling other faxes at specified times throughout the day. (→11-5)
- ❏ You must know if the other fax is holding the document under both a subaddress and password or only a subaddress or password. You must also know the subaddress and password so you can enter them on your fax. If you do not know the subaddress or password, contact the other party.
- ❏ If the other party's documents are registered for polling without a subaddress or password, you can still perform polling receiving.
- ❏ If the other party's fax does not support ITU-T subaddress/password transactions, you can ask them to set the polling ID to 255 or 1111 1111 binary when the other party's fax machine is a Canon fax.

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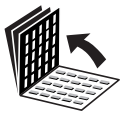
Polling Other Fax Machines to Receive a Document

Follow this procedure to poll another fax to receive the document that it is holding. This procedure starts polling the other fax immediately. You can also set the fax to poll at a preset time. (→11-5)



1. Open all three of the One-touch Speed Dialing panels. Then press **Polling**.

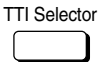
```
POLLING
 1.POLLING TX
```

2. Press the search buttons until you see the display below.

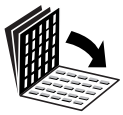
```
POLLING
 2.POLLING RX
```

3. Press **Set**.

```
TEL=
```



You can select a sender's name with the **TTI Selector**. (→6-6)



4. Close all three of the One-touch Speed Dialing panels and dial the other party's number.

Use the buttons on the numeric keypad to dial the number. If you use regular dialing, make sure you press **Set** after you dial the number. (→6-7)

-if not-

Press a One-touch Speed Dialing button to dial the number. (→4-29)

-if not-

Press **Coded Dial** and a three-digit code to dial the number. (→4-31)

-if not-

Dial the number with directory dialing. (→4-35)

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If you make a mistake during dialing, press **Stop** to return to standby and start again.

If you want to receive a document from a fax unit that does not support ITU-T subaddress/password transactions, press **Start/Scan**.

-if not-

If you want to receive a document from a fax unit that supports ITU-T transactions, press **Set**. Then press the **Subaddress** button.

```
SUBADDRESS
```

Note

You must press **Subaddress** within 5 seconds of pressing **Set**. If you wait longer than the timeout interval before pressing **Subaddress**, the fax will start dialing the number. The timeout interval can be turned off. (→16-11)

An ITU-T subaddress is a number up to 20 digits long which can include spaces and the symbols ∗ and #.

5. Use the buttons on the numeric keypad to enter the ITU-T subaddress. Then press **Set**.

```
TEL=              123 4567
 01 CANON, INC.
```

6. If you must also enter an ITU-T password, press the **Password** button. Otherwise, go on to the next step.

```
PASSWORD
```

Note

You must press **Password** within 5 seconds of **Set**. If you wait longer than the timeout interval before pressing **Password**, the fax will start dialing the number. The timeout interval can be turned off.(→16-11)

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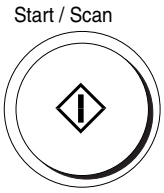
An ITU-T password is a number up to 20 digits long which can include spaces and the symbols ✻ and #.

Use the buttons on the numeric keypad to enter the ITU-T password. Then press **Set**.

```
TEL=              123 4567
 01 CANON, INC.
```



7. Press **Start/Scan** to start polling the other faxes.

   ❏ If the other document is holding the document under a subaddress, your subaddress must match the other party's subaddress.

   ❏ If the other document is holding the document under *both* a subaddress and password, then you must poll the fax with *both* a matching subaddress and password.

Polling to Receive at a Preset Time

Follow this procedure to set the fax to poll another fax at a preset time. Polling faxes at preset times allows you to conduct document transactions later at night when the telephone rates are lower.

Before you set up polling at a preset time, make sure you have performed the following tasks:

❏ The numbers you want to register for dialing must be registered for One-touch or Coded Speed Dialing buttons. (→4-6, 4-15)

❏ When you register the One-touch or Coded Speed dialing button, you must turn on OPTIONAL SETTINGS and set the TX TYPE for POLLING RX when the other party set subaddress/password, you have to register an ITU-T subaddress and/or password for the speed dialing button. (→4-12, 4-21)

❏ If you have to poll a number that you use regularly, you should register it once again for another speed dialing button so you can set the ITU-T subaddress and/or password to match the polling box of the other party's fax and register the second number for preset polling.

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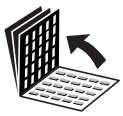
1. Open the PRESET POLLING menu.



Data Registration

Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Set

Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

Press the search buttons until you see the display below.

```
DATA REGISTRATION
 6.FILE SETTINGS
```

Set

Press **Set**.

```
FILE SETTINGS
 1.CONFID. MAILBOX
```

Press the search buttons until you see the display below.

```
FILE SETTINGS
 4.PRESET POLLING
```

Set

Press **Set**.

```
PRESET POLLING
 1.SETUP FILE
```

Set

2. Press **Set**.

```
SETUP FILE
SET BOX #          00
```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3. Enter a two-digit box number (00-99) for the polling box. Then press **Set**.

```
SETUP FILE
 1.FILE NAME
```

4. Enter a file name.

   Press **Set**.

```
FILE NAME              :A
   _
```

   This is the name of the file that will hold the polled document you receive.

   Use the buttons on the numeric keypad to enter a name of up to 24 characters long. (→3-7)

   Press **Set**.

```
SETUP FILE
 2.PASSWORD
```

5. If you want to set a password go to the next step.
   This is the operation password to protect your preset polling settings. To change the settings later, you will have to enter this password.

   -if not-

   If you do not want to set a password, press the down search button to display the next item.

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6. Press **Set** to set a password.

Enter a four-digit password and press **Set**.

```
SETUP FILE
 3.SELECT LOCATIONS
```

Press **Set**.

```
TEL =
```

7. Dial the other party's fax number.

Press a One-touch Speed Dialing button to dial the number. (→4-29)

-if not-

Press **Coded Dial** and a three-digit code to dial the number. (→4-31)

If you make a mistake during dialing, press **Stop** to return to standby and start again.

You can enter up to 200 numbers to be polled by your fax.

Press **Set**.

```
SETUP  FILE
 4.START TIME
```

You can set the fax to poll other faxes everyday or only for selected days. For any day you can set up to 5 times for the fax to poll another unit during a 24-hour period.

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8. Set the fax to poll other faxes every day or on selected days.

To set preset polling for every day

```
SETUP  FILE
 4.START TIME
```

Press **Set**.

```
START TIME
                EVERYDAY
```

Press **Set**.

```
EVERYDAY
1:                    :
```

Press **Set**.

```
EVERYDAY
                    _ :
```

Use the buttons on the numeric keypad to enter the time. Enter the time in the 24-hour format (e.g. 1:00 p.m. as 13:00).

❑ If you make a mistake, press **Clear** to erase the number and try again.

```
EVERYDAY
                   00:30
```

Press **Set**.

If you want to set more than one time for your fax unit to poll the other faxes, press the search buttons to display another empty setting.

```
EVERYDAY
2:                    :
```


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Set

Press **Set** and use the numeric keypad to enter another time in 24-hour format.

You can register up to 5 times for your fax to poll other faxes every day.

Stop

When you are finished setting times, press **Stop** to return to standby.

To set preset polling for selected days

```
SETUP  FILE
 4.START TIME
```

Set

Press **Set**.

```
START TIME
                EVERYDAY
```

▲ ▼

Press the search buttons until you see the display below.

```
START TIME
              SELECT DAYS
```

Set

Press **Set**.

```
SELECT DAYS
1.SUN
```

▲ ▼

Press the search buttons to display the name of the first day you want to set up then press **Set**.

Set

```
MON
1:                    :
```

Set

Press **Set**.

```
MON
                     _ :
```


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Use the buttons on the numeric keypad to enter the time. Enter the time in the 24-hour format (e.g. 1:00 p.m. as 13:00).

❑ If you make a mistake, press **Clear** to erase the number and try again.

```
MON
                    02:00
```

Press **Set**.

If you want to set more than one time for your fax unit to poll the other faxes on the selected day, press the search buttons to display another empty setting.

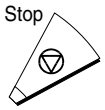
```
MON
2:                  :
```

Press **Set** and use the numeric keypad to enter another time in 24-hour format.

You can register up to 5 times for your fax to poll other faxes on the selected day.

If you want to select another day, press **Data Registration** to return to the previous level so you can select another day and repeat the procedure to set the times for that day.

-if not-



When you are finished selecting days and setting times, press **Stop** to return to standby.

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Changing the Preset Polling Settings

Follow this procedure to change the settings of the preset polling setup file.

1. Open the PRESET POLLING menu. (→11-6)

```
PRESET POLLING
 1.SETUP FILE
```

2. Press the search buttons until you see the display below.

```
PRESET POLLING
 2.CHANGE DATA
```

3. Press **Set**.

```
CHANGE DATA
SET BOX #          00
```

4. Use the buttons on the numeric keypad to enter the two-digit number of the preset polling box you want to change. Then press **Set**.

```
CHANGE DATA
PASSWORD           _
```

If you have not set the operation password, you can skip the next step.

5. Use the buttons on the numeric keypad to enter the four-digit password and press **Set**.

```
CHANGE DATA
 1.FILE NAME
```


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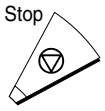
6. Use the search buttons to display the item you want to change and press **Set**.

```
CHANGE DATA
 1.FILE NAME
```

```
CHANGE DATA
 4.START TIME
```

7. To change a setting, follow the same procedures you used to set them. (→11-7)

   ❑ To change the password setting, you will first have to enter the current password and press **Set**. Then you can enter a new password and press **Set**.



8. When you are finished making changes, press **Stop** to return to standby.

Canceling Preset Polling

Follow this procedure to cancel preset polling.

1. Open the PRESET POLLING menu. (→11-6)

```
PRESET POLLING
 1.SETUP FILE
```

2. Press the search buttons until you see the display below.

```
PRESET POLLING
 3.DELETE FILE
```

3. Press **Set**.

```
DELETE FILE
SET BOX #          00
```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4. Use the buttons on the numeric keypad to enter the preset two-digit code of the polling box. Then press **Set**.

```
DELETE FILE
PASSWORD          _
```

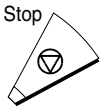
If you have not set the operation password, you can skip the next step.

5. Use the buttons on the numeric keypad to enter the four-digit password protecting the preset polling setup file. Then press **Set**.

After you enter the password, the file is deleted.

```
DELETE FILE
FILE DELETED
```

```
DELETE FILE
SET BOX#          00
```



6. Press **Stop** to return to standby.

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Setting Up Polling Sending

This section shows you how to set up your fax to store and hold a document until it is polled by another fax to send it.

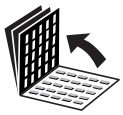
Before You Can Be Polled to Send

Before you set up your polling box, contact the parties who are going to poll your fax to receive documents and confirm the following points:

- ❏ The other parties must know your ITU-T subaddress number.
- ❏ If you are also using an ITU-T password for the polling box, they must also know this password. This password setting is optional.
- ❏ Your TX PASSWORD must match the ITU-T password attached when the other party calls you. Confirm that the TX PASSWORD on your fax matches the ITU-T password attached when the other party calls you.
- ❏ If the other party's fax does not support ITU-T subaddress/password transactions, you may be able to use the polling box #00.

Setting Up a Polling Box

Before you can use polling sending, you must create a polling box with the File settings. The polling box holds the document in the memory until the other party polls your fax to send the document.



1. Open the FILE SETTINGS menu.

   Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

   ```
   REGISTRATION
    1.DATA REGISTRATION
   ```

   Press **Set**.

   ```
   DATA REGISTRATION
    1.USER SETTINGS
   ```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Press the search buttons until you see the display below.

```
DATA REGISTRATION
 6.FILE SETTINGS
```

Press **Set**.

```
FILE SETTINGS
 1.CONFID. MAILBOX
```

2. Open the POLLING BOX menu.

Press the search buttons until you see the display below.

```
FILE SETTINGS
 5.POLLING BOX
```

Press **Set**.

```
POLLING BOX
 1.SETUP FILE
```

3. Create a polling box and give it a number.

Press **Set**.

```
SETUP FILE
SET BOX #          00
```

Use the buttons on the numeric keypad to enter a two-digit code for the box. Then press **Set**.

```
SETUP FILE
 1.FILE NAME
```

If the other party's fax does not support ITU-T subaddress/password transactions, set the box number to 00 so the other party can poll your fax unit and receive the document.

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4. Create a file name to store the document in the memory where it will wait to be polled by other fax units.

Press **Set**.

```
FILE NAME          :A
  _
```

Use the buttons on the numeric keypad to enter a name of up to 24 characters. (→3-7)

```
FILE NAME          :A
  CANON TOKYO
```

Press **Set**.

```
SETUP FILE
 2.PASSWORD
```

5. If you don't want to set password, press the search buttons to go to the next step.

-if not-

If you want to enter a password to protect the polling box setup file, Press **Set**.

```
PASSWORD
                   _
```

Use the buttons on the numeric keypad to enter a four-digit password.

```
PASSWORD
                1147
```


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Press **Set**.

```
SETUP FILE
 3.SUBADDRESS
```

If you set the box number to 00 for a party whose fax unit does not support ITU-T subaddress/password transactions, you do not have to register 3.SUBADDRESS and 4.TX PASSWORD. Just press the search buttons to display 5.ERASE AFTER TX then go to step 8.

6. Press **Set**.

```
SUBADDRESS
```

This is the ITU-T subaddress. An ITU-T subaddress is a number of up to 20 digits long which can include spaces and the symbols ✻ and #.

7. Use the buttons on the numeric keypad to enter the subaddress and press **Set**.

```
SETUP FILE
 4.TX PASSWORD
```

If you do not want to enter the ITU-T password, press the down search button to display the next item and go on to the next step.

-if not-

If you want to enter an ITU-T password press **Set**.

```
TX PASSWORD
```

An ITU-T password is a number of up to 20 digits long which can include spaces and the symbols ∗ and #.

If you register a TX PASSWORD, it must match the ITU-T password attached when the other party calls you.

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Use the buttons on the numeric keypad to enter the password.

```
TX PASSWORD
                #12345676
```

Press **Set**.

```
SETUP FILE
 5.ERASE AFTER TX
```

8. Set the polling box to erase or keep the document after polling.

Press **Set**.

Press the search buttons to display the setting you want.

```
ERASE AFTER TX
                      ON
```

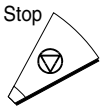
```
ERASE AFTER TX
                     OFF
```

ON	The document in the memory box is erased after it is sent once in response to polling by another fax.
OFF	The document in the memory box is not erased after it is polled. Select this setting if you expect the document will be polled by more than one fax.

With the selection you want displayed, press **Set**.

9. You can repeat this procedure to set up another polling box.

-if not-



Press **Stop** to return to standby.

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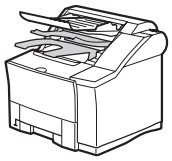
Scanning a Document into the Memory for Polling Sending

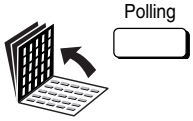
Follow this procedure to scan a document into the polling box. The document will remain in the polling box to be polled by other fax units.



1. Set the document on the fax. (→6-3)

   Set the document resolution, contrast, and document type. (→6-4)

   You can select a sender's name with the **TTI Selector**. (→6-6)



2. Open all three of the One-touch Speed Dialing panels. Then press **Polling**.

   ```
   POLLING
    1.POLLING TX
   ```

3. Press **Set**.

   ```
   SUBADDRESS
   ```

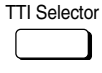
4. If the other party's fax supports ITU-T subaddresses and passwords, use the buttons on the numeric keypad to enter the subaddress for the polling box. Then press **Set**.

   -if not-

   If the other party's fax does not support ITU-T subaddresses and passwords, just press **Set**.

5. If you want to skip selecting a sender name, go on to the next step.

   -if not-



   If you want to select a sender name, press **TTI Selector** until you see the sender name you want to use. You can also use the search buttons to scroll up and down the TTI list.

   ```
   SENDER'S NAME
   19     CANON FAX DIV.
   ```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6. Press **Set**. The fax starts scanning the document into the polling box.

```
POLLING TX          6048
SCANNING DOC.    P.003
```

When another party polls your fax to receive a document stored in your polling box, the document is sent if the following conditions are met:

- ❏ If you entered both a subaddress and a password when you created the polling box, the subaddress and the password of the other party's polling request must match the subaddress and the password for the polling box.
- ❏ The password setting is optional. However, if you have registered a password for the polling box, the other party's polling request must contain a matching password.
- ❏ If no password is registered for the document in the polling box and the other party's polling request contains a password, then the document is not sent.

Changing the Polling Box Setup

Follow this procedure to change the setup of the polling box.

1. Open the POLLING BOX menu. (→11-15, 11-16)

```
POLLING BOX
 1.SETUP FILE
```

2. Press the search buttons until you see the display below.

```
POLLING BOX
 2.CHANGE DATA
```


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3. Press **Set**.

```
CHANGE DATA
SET BOX #          00
```

4. Use the buttons on the numeric keypad to enter the polling box number. Then press **Set**.

```
CHANGE DATA
PASSWORD           _
```

If you have not set the operation password, you can skip the next step.

5. Use the buttons on the numeric keypad to enter the four-digit password protecting the polling box setup file. Then press **Set**.

```
CHANGE DATA
 1.FILE NAME
```

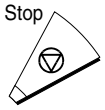
6. Press the search buttons to display the item you want to change.

```
CHANGE DATA
 1.FILE NAME
```

```
CHANGE DATA
 5.ERASE AFTER TX
```

7. Press **Set**.

8. To change the settings, follow the same procedures you used to set up the polling box setup file. (→11-17)



9. When you are finished, press **Stop** to return to standby.

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Canceling a Polling Box

Follow this procedure to cancel a polling box.

Note

You cannot cancel a polling box when the polling box is holding a document for polling sending.

1. Open the POLLING BOX menu. (→11-15, 11-16)

```
POLLING BOX
 1.SETUP FILE
```

2. Press the search buttons until you see the display below.

```
POLLING BOX
 3.DELETE FILE
```

3. Press **Set**.

```
DELETE FILE
 SET BOX #          00
```

4. Use the buttons on the numeric keypad to enter the number of the box that you want to delete. Then press **Set**.

```
DELETE FILE
PASSWORD           _
```

If you have not set the operation password, you can skip the next step.

5. Use the buttons on the numeric keypad to enter the four-digit operation password protecting the polling box setup file. Then press **Set**.

After you press **Set**, the polling box is deleted.

```
DELETE FILE
FILE DELETED
```


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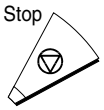

6. Press **Stop** to return to standby.

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Chapter 12
Other Special Features

This chapter describes some convenient features that you may want to use in daily operations.

❏ Using the Telephone 12-2

❏ Tone Dialing on a Pulse Line 12-3

❏ Setting and Using the Program Button 12-5

❏ Setting Up and Using the Optional Stamp Feature 12-8
- Setting Up the Stamp Feature 12-8
- Turning the Stamp Feature ON/OFF 12-10

❏ How the Fax Operates with Default Settings 12-12

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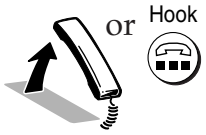
Using the Telephone

Follow this procedure to use the telephone for voice communication if you have installed the optional handset kit. (→2-38)



1. Pick up the handset.

   -if not-

   Press the **Hook** button.

   ```
   TEL =
   ```

2. When you hear the dial tone, dial the telephone number.

   Use the buttons on the numeric keypad to dial the number. (→6-7)

   -if not-

   Press a One-touch Speed Dialing button to dial the number. (→4-29)

   -if not-

   Press **Coded Dial** and a three-digit code to dial the number. (→4-31)

   -if not-

   Dial the number with directory dialing. (→4-35)

   If you make a mistake during dialing, press **Stop** to return to standby and start again.

   ```
   TEL =          123  4567
   ```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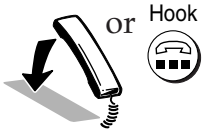
3. When the other party answers your call, you can talk into the handset.

   -if not-

   If you did not pick up handset in step 1, pick up the handset as soon as you hear the other party answer. The other party will not be able to hear you until you pick up the handset.

   -if not-



   If the other party does not answer, or if the line is busy, just hang up the handset or press **Hook** to disconnect.

Tone Dialing on a Pulse Line

Many telephone information services for banks, airline reservations, hotel reservations, etc., require tone dialing for their services. If your fax is connected to a rotary pulse line, follow this procedure to set the fax temporarily for tone dialing.

1. Press **Hook**.

   The In Use lamp blinks green and you will hear the dial tone.

   -if not-

   Just pick up the handset if you have installed the optional handset kit.(→2-38)

The level of the dial tone can be adjusted. (→2-18)

```
TEL =
```

2. Dial the telephone number.

   Use the buttons on the numeric keypad to dial the telephone number of the information service.

```
TEL =          123  4567
```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3. When the recorded message of the information service answers, press **Tone**.

   After you press **Tone** you will see a "T" in the display.

```
TEL =          123  4567T
```

If your fax is connected to a touch tone line, "✻" will appear on the display when you press **Tone**.

4. Use the buttons on the numeric keypad to enter the numbers requested by the information service.

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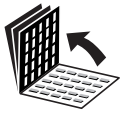
Setting and Using the Program Button

The program button feature allows you to register a setting so you can automatically perform a routine procedure with a single button press.



1. Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Set Set

2. Press **Set** twice.

```
DATA REGISTRATION
 1.USER SETTINGS
```

```
USER SETTINGS
 1.DATE & TIME
```

3. Press the search buttons until you see the display below.

```
USER SETTINGS
 7.PROGRAM KEY
```

Set

4. Press **Set** to display the current settings.

```
PROGRAM KEY
              PRINT REPORT
```

5. Press the search buttons to display the function you want to assign to the **Program** button.

Note

You can select only one function at a time to assign to the **Program** button.

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Program button Setup Summary
The default settings, shown in bold, remain in effect unless you change them.

PRINT REPORT	Sets the **Program** button to function as a print transmission report button. Whenever you need a transmission report for a document you are sending, just press the **Program** button and a transmission report will print after the document is sent.
REPORT	Assigns the **Program** button to the functions of the **Report** button. Whenever you need to print a report, all you have to do is press the **Program** button. This saves you the effort of opening all three of the One-touch Speed Dialing panels to press the **Report** button.
SCANNING MODE	Set up the **Resolution**, **Contrast**, or **Document** buttons for sending special documents and then store the settings under the **Program** button. The next time you need to set them before a document transmission, you can set them with a single button press.
STAMP	If you had the optional stamp feature installed for you, this feature is available. If you select STAMP you can turn the stamp feature on and off without opening all three of the One-touch Speed Dialing panels to press the **Stamp** button.

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To set transmission report feature
Press the search buttons until you see the display below.

```
PROGRAM KEY
      PRINT REPORT
```

Press **Set**.

To use this feature, press the **Program** button before you dial to have a report printed for the transaction.

To set up the Report button feature
Press the search buttons until you see the display below.

```
PROGRAM KEY
      REPORT
```

Press **Set**.

Now any time you need a report, press the **Program** button.

Use the search buttons to choose the report you want. Then press **Set**.

```
REPORT
 1. ACTIVITY REPORT
```

```
REPORT
 6.RX MEM. BOX LIST
```

To set up the scanning mode
Press search buttons until you see the display below.

```
PROGRAM KEY
      SCANNING MODE
```

Press **Set**.

```
SELECT SCANNING MODE
```


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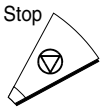
Use the **Resolution**, **Contrast**, or **Document Type** buttons to set these features for scanning (or copying) the document. (→6-4)

Press **Set**.

```
SELECT SCANNING MODE
DATA ENTRY OK
```

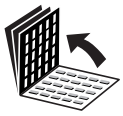


6. Press **Stop** to return to standby.

Setting Up and Using the Optional Stamp Feature

If the optional stamp feature is provided on your fax machine, you can set the fax to stamp the front, lower left corner of every page you scan for sending.

Setting Up the Stamp Feature



1. Open all three of the One-touch Speed Dialing panels.

2. Open the TX SETTINGS menu.

Press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

Press the search buttons until you see the display below.

```
DATA REGISTRATION
 3.TX SETTINGS
```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Press **Set**.

```
TX SETTINGS
 1.ECM TX
```

3. Press the search buttons until you see the display below.

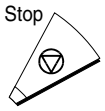
```
TX SETTINGS
 7.TX STAMP
```

This item will not appear on the menu unless your fax machine has been provided with the stamp option.

4. Press **Set**.

5. Press the search buttons to display ON or OFF then press **Set**.

   If you turn this feature ON, select one of the options described on the next page.



6. When you are finished, press **Stop** to return to standby.

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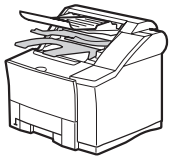
TX Stamp Setup Summary
The default settings, shown in bold, remain in effect unless you change them.

ON	Turns on the stamp feature. After you set this switch ON, documents will be stamped according to the following settings. If you do not want to stamp temporarily, you can use the STAMP button to turn the stamp feature off. STAMP ACTION **DIRECT & MEMORY TX** — Stamps all documents you scan for direct sending or memory sending. DIRECT TX — Stamps only documents you scan for direct sending.
OFF	Turns off stamping documents scanned for sending. However, before you scan a document, you can still turn on the stamp feature for a document you want to stamp with **Stamp** button.

Turning the Stamp Feature ON/OFF

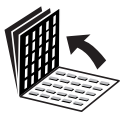
If you have turned the TX STAMP setting ON, documents will be stamped according to the above setting. If you have not turned on the TX STAMP feature but you still want to occasionally stamp documents you scan for sending, or if you have turned on the TX STAMP feature but you want to turn it off occasionally, follow the procedure below.



1. Set the document on the fax. (→6-3)

   Set the document resolution, contrast, and document type. (→6-4)

   You can also select a sender's name with the **TTI Selector** button. (→6-6)



Stamp(Option)

2. Open all three of the One-touch Speed Dialing panels and press **Stamp**.

   TX STAMP
   OFF

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3. If you want to stamp document pages, press the search buttons until you see ON.

```
TX STAMP
                    ON
```

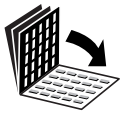
-if not-

If you want to turn the stamp feature off, press the search buttons until you see OFF.

```
TX STAMP
                   OFF
```

4. Press **Set**.

```
TEL =
```



5. Close all three of the One-touch Speed Dialing panels and send the document.

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How the Fax Operates with Default Settings

There are many minor features that you can change to customize the operation of the fax. Some of these features are listed in the table below. The description in the third column is the default setting. In other words, this is how the fax will operate unless you change the referenced setting.

If your fax is not operating as described, this means the default may have already been changed. In such a case you may want to go to the referenced page to restore the default setting.

Feature	Menu Item	Description of default
Batch sending	BATCH TX	If several documents for the same destination with the same telephone number are stored in the memory for delayed sending, when the timer goes off for one of the documents all other documents for the same destination are sent together in the same transmission, regardless of their time setting. (→16-11)
Button press sound	VOLUME CONTROL KEYPAD VOLUME	Every time you press a button on the numeric keypad you will hear a beep. The volume of this beep can be adjusted or it can be turned off. (→16-6)
Date format	DATE SETUP	In the standby mode, the date is given in the format MM/DD/YYYY. Two other formats are available. (→16-30)
Dialing timeout	TIME OUT	The fax automatically pauses five seconds after you press a speed dialing button to allow you to dial other numbers for sequential broadcasting. You can turn the timeout feature off.(→16-11)
Document smaller than paper	SELECT CASSETTE CASSETTE SW B	If you receive a letter-size document and only a larger paper size is available, the fax prints the document on the larger paper. If you do not want the smaller documents printed on larger paper, you can receive them in the memory. This switch is effective only when the letter-size paper runs out.(→16-17)
Document too large for paper	SELECT CASSETTE CASSETTE SW A	If you receive a legal-size document and only letter-size paper is available, the document will be divided over two pages or reduced. If you do not want to divide documents, you can receive them in the memory. This switch is effective only when the paper cassettes are set to legal size and out of legal-size paper. (→16-17)

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Feature	Menu Item	Description of default
ECM sending/ receiving	ECM TX ECM RX	The fax is set to conduct all transactions using ECM (error correction mode). If transmission speed appears to be extremely slow, you may be able to speed up transmission time by turning ECM off. (→16-10, 16-14)
Energy Saver	ENERGY SAVER	The Energy Saver feature is off and will remain off until you turn it on. (→3-21, 16-31)
Language	DISPLAY LAN-GUAGE	The initial display language is English. Spanish and French are also available. (→16-30)
Manual receiving with extension phone	REMOTE RX	To start receiving a fax manually by answering an extension telephone connected to the fax, dial 25. You can change this number. (→7-9, 16-14)
Memory receiving	MEMORY RX	If paper or toner runs out while you are receiving a long document, or the full paper sensor detects the trays are full, the remainder of the document will be stored in the memory until you can re-fill the paper cassette, replace the toner cartridge or pick up the paper on the trays. You can also set an alarm to sound when the fax starts receiving a document in the memory. (→16-15)
Offhook alarm	OFFHOOK ALARM	If the handset remains off the hook , an alarm will sound. The volume of this alarm can be adjusted or it can be turned off. (→16-6)
Pause length	MID PAUSE SET	A pause entered within a number is set for 2 seconds. You can lengthen this pause up to 15 seconds. A pause entered at the end of a number is fixed at 10 seconds and cannot be adjusted. (→4-3, 16-10)
PIN codes	PIN CODE	The PIN code feature is disabled unless you turn it on and set up the fax for dialing through a PBX with PIN codes. (→13-21, 16-12)
Printing: Continue printing with toner supply low	TONER SUPPLY LOW	When the toner supply runs low, the fax saves the remainder of the document into the memory. You can set the fax to continue printing even after the toner runs low during printing. (→16-18)
Printing: Footer on printed documents	RX PAGE FOOTER	The fax will not print a footer on every document received unless you turn this feature on. (→16-15)

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Feature	Menu Item	Description of default
Program button	PROGRAM KEY	If you press **Program** before you start a transmission, you can tell the fax to print an activity report for the transmission. This button can be programmed for other functions.(→12-5, 16-6)
Quick-on-line TX	QUICK ON-LINE TX	When you are scanning documents, the fax will start dialing and sending before all pages are scanned. You can turn this feature off. (→16-11)
Receiving password	RX PASSWORD	No receiving password is set until you set one. If the other party regularly sends you documents with only an ITU-T password with no subaddress, set the RX PASSWORD. (→16-30)
Redialing	AUTO REDIAL	If the other party's line is busy, the fax is set to perform two re-dialing attempts at two minute intervals. You can increase the number of re-dial attempts and the length of the interval between attempts. (→6-19, 16-11)
Reduction of document image	RX REDUCTION	All documents are automatically reduced to fit on a sheet of paper. You can also set the reduction rate to a fixed rate. You can select one of the fixed rates to increase the amount of reduction, or you can turn reduction off. (→16-17)
Report: Activity Management Report	ACTIVITY REPORT	An Activity Management Report prints after every 40 transactions. Transactions are listed in chronological order. You can turn this feature off or set the fax to print an Activity Management Report at the same time every day. You can also change the format of the report by listing sending and receiving transactions separately. (→16-9)
Report: Confidential receiving	CONFID. RX REPORT	A report prints every time you receive a document in a confidential mailbox. You can turn this feature off. (→16-8)
Report: Error	TX REPORT REPORT WITH TX IMAGE	If an error occurs while you are sending a document, an Error TX report prints automatically. (→16-8)
Report: Memory box receiving	MEMORY BOX REPORT	A report prints every time you receive a document in a memory box. This feature can be turned off. (→16-8)
Report: Paper supply for printed reports	PRT REPORT WHERE	The default setting is off (no paper cassette selected). You can select a paper supply from Paper Cassette 1 or 2, or the MP tray. (Paper Cassette 2 is optional for the LASER CLASS® 3170/3170MS.) (→16-9)

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Feature	Menu Item	Description of default
Report: Receiving	RX REPORT	A report is not printed when you receive a fax. However, you can set the fax to print a report every time you receive a document or if an error occurs during reception. (→16-8)
Restricting use: DACs, user access codes	RESTRICTIVE CODES	No password or access codes are set on the fax to restrict sending documents, printing, or using the handset to make a telephone call. All these functions can be restricted. (→13-6, 16-28)
Restricting use: Stopping junk mail	RX RESTRICTION	The fax is set to receive all incoming documents. You can restrict receiving to only numbers registered on your fax for speed dialing. (→13-16, 16-29)
Speed	TX START SPEED RX START SPEED	The starting speed for all transactions is set for 33600 bps. Slower settings are available. (→16-30)
Stamp	TX STAMP	If you have the optional stamp feature on your fax machine, you can turn the stamp feature on with this switch. The default setting is off. (→12-8, 16-12)
Tel/Fax switching	MAN/AUTO SWITCH	You can set a time interval for the fax to wait until it automatically enters the document receive mode when the fax is set for manual receiving. (→16-14)
Telephone line	TEL LINE TYPE	Your fax is set to operate on a touch tone telephone line. (→3-10, 16-6)
Unit Name, Unit Telephone Number	DATE & TIME UNIT TELEPHONE # UNIT NAME	Your registered identification and fax number are printed at the top and outside of the image border of every document you send. *This feature is required by Telephone Consumer Protection Act of 1991 in the United States.* Your number is prefixed with the word "FAX". (→3-12, 16-4, 16-5)

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Chapter 13
Restricting Use of the Fax

In this chapter we will show you how to protect the fax from unauthorized access.

Some of these features also allow you to keep track of fax transactions based on division numbers or user access codes that you can assign to individuals or sections inside your company.

❏ Setting and Using the System Settings Password 13-2
- Setting the System Settings Password 13-2
- Changing or Canceling the System Settings Password 13-4

❏ Restricting Fax Operation 13-6
- Setting Operation Restrictions 13-6
- Operating the Fax with Restrictions ON 13-11
- Turning Restrictions OFF and ON 13-14

❏ Receiving Documents from Registered Senders Only 13-16

❏ Using Memory Lock 13-17
- Setting a Time and Password for Memory Lock 13-17
- Turning the Memory Lock ON 13-20
- Turning the Memory Lock OFF and Printing Documents 13-20

❏ Setting Up and Using PIN Codes 13-21
- Setting a PIN Code 13-21
- Dialing with a PIN Code after the Number 13-24
- Dialing with a PIN Code before the Number 13-25
- Setting PIN Code Access for Speed Dialing 13-26
- Using Speed Dialing with PIN Code Access 13-27
- Forced PIN Code Access 13-28

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Setting and Using the System Settings Password

The system settings password protects all the settings in the System Settings menu.

Note

If you fail to create and safeguard a system password, then anyone can open the System Settings menu and change or disable the settings.

Setting the System Settings Password

Follow this procedure to set the system settings password.

1. Open the SYSTEM SETTINGS menu.

Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

Press the search buttons until you see the display below.

```
DATA REGISTRATION
 7.SYSTEM SETTINGS
```

Press **Set**.

```
SYSTEM SETTINGS
 1.PASSWORD
```


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2. Set the system password.

Press **Set**.

```
PASSWORD
                    _
```

Use the buttons on the numeric keypad to enter a four-digit password between 0000 and 9999.

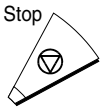
```
PASSWORD
                    3377
```

3. Record the password number and store it in a safe location.

You must enter this system password every time you open the System Settings menu.

Press **Set**.

```
SYSTEM SETTINGS
 2.RESTRICTIVE CODES
```



4. Press **Stop** to return to standby.

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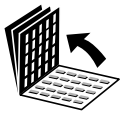
Changing or Canceling the System Settings Password

Follow this procedure to cancel or change the System Settings password.



1. Open the SYSTEM SETTINGS with your password.

   Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

Press the search buttons until you see the display below.

```
DATA REGISTRATION
 7.SYSTEM SETTINGS
```

Press **Set**.

```
SYSTEM SETTINGS
PASSWORD          _
```

Enter the current four-digit system settings password. Then press **Set**.

```
SYSTEM SETTINGS
 1.PASSWORD
```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2. Press **Set**.

```
PASSWORD
                    _
```

3. Use the buttons on the numeric keypad to enter the current password. Then press **Set**. The current password is not displayed as it is entered.

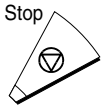
```
PASSWORD
                    _
```

4. Enter the new password and press **Set**. The new password is displayed as it is entered.

   -if not-

   To cancel the password setting, press **Clear** then **Set**.

```
SYSTEM SETTINGS
 2.RESTRICTIVE CODES
```



5. Press **Stop** to return to standby.

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Restricting Fax Operation

This section describes how to set up restrictions on operation of the fax. We will first show you how to set up restrictions on sending documents, printing fax reports and copying, and using the telephone. Then we will show you how to use the fax with these restrictions on. Finally, we will show you how to turn these restrictions off temporarily or make changes in the settings.

The table below is a brief summary of how restrictive codes and passwords are used.

SENDING RESTRICTION	Dept. access code (DAC) ON	Dept. access code	With a password	Every time you send a document, you must enter a department code and password.
			Without a password	Every time you send a document, you only have to enter a department code.
	Dept. access code (DAC) OFF	With user access code		Every time you send a document, you only have to enter a user access code.
		No user access code		You cannot send a document unless you turn sending restriction OFF.
PRINTING RESTRICTION	With user access code			Every time you make a copy or print a report, you must enter a user access code.
	Without user access code			You cannot print unless you turn printing restriction OFF.
TELEPHONE RESTRICTION	ON			You cannot dial unless you turn telephone restriction OFF.

Setting Operation Restrictions

You can create up to 19 department access codes (DACs) and passwords to restrict sending operations on the fax. Follow this procedure to restrict access to all of these features:

- ❏ Sending documents
- ❏ Copying documents and printing fax reports
- ❏ Using the telephone for voice communication

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1. Open the SYSTEM SETTINGS menu with your system settings password. (→13-4)

```
SYSTEM SETTINGS
 1.PASSWORD
```

2. Press the search buttons until you see the display below.

```
SYSTEM SETTINGS
 2.RESTRICTIVE CODES
```

3. Turn on the transmission restriction feature.

Press **Set**.

```
RESTRICTIVE CODES
 1.TX SETTINGS
```

Press **Set**.

```
TX SETTINGS
                OFF
```

Press the search buttons until you see the display below.

```
TX SETTINGS
                ON
```

Press **Set**.

```
DAC SETUP
                OFF
```


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4. Enter the department access codes.

Press the search buttons to display ON then press **Set**.

```
DAC SETUP
                    ON
```

```
ENTER DAC
 01:
```

If the first number is already in use, press the search buttons until you see an empty line.

-if not-

If you do not want to set a department access code (DAC) and want to use only the user access code for transactions, use the search keys to display OFF, then press **Set** and go on to step 6 to set the user access code. If you set only the user access code, you have to enter only the user access code when you send a document.

Press **Set**.

5. Enter the department access code (DAC).

Use the buttons on the numeric keypad to enter a four-digit code for the department access code.

Press **Set**.

```
DAC PASSWORD
                    _
```


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6. Enter the department access code password or the user access code.

Use the buttons on the numeric keypad to enter a four-digit code for the department access code password or the user access code.

```
DAC PASSWORD
                    2222
```

or

```
USER ACCESS CODE
                    1234
```

Press **Set**.

```
ENTER DAC
 02:
```

-if not-

If you do not want to enter a password so you can use only the department access code for transactions, just press **Set** and go on to the next step. If you set only the department access code, you have to enter only the department access code when you send a document.

You can now repeat steps 4 and 5 to enter other department access codes and passwords.

```
ENTER DAC
 10:
```

7. When you are finished, press **Data Registration** to return to the previous level of the menu.

```
RESTRICTIVE CODES
 2.FAX'S PRINTER SET
```

8. Turn on the restrictions for printing.

Press **Set**.

```
FAX'S PRINTER SET
                    OFF
```


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Press the search buttons to display ON.

```
FAX'S PRINTER SET
                    ON
```

Set

Press **Set**.

```
USER ACCESS CODE
                    _
```

9. Enter a user access code to protect the copying and printing features.

Use the buttons on the numeric keypad to enter a four-digit user access code.

This user access code is used only to restrict access to copying and printing.

```
USER ACCESS CODE
                   2894
```

Set

Press **Set**.

```
RESTRICTIVE CODES
 3.TEL SETTING
```

10. Turn off access to the telephone.

Set

Press **Set**.

```
TEL SETTING
                   OFF
```

Press the search buttons to display ON.

```
TEL SETTING
                    ON
```

Set

Press **Set**. This disables the telephone handset and the **Hook** button on the operation panel.

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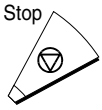
This concludes the restrictive settings for sending, printing, and using the telephone.



11. Press **Stop** to return to standby.

Operating the Fax with Restrictions ON

This section describes how to operate the fax with the operation restriction features set up and turned on.

Sending a Document with Restrictions ON

Follow this procedure to send a document after department access codes (DAC) and passwords have been set up.

1. Set the document on the fax. (→6-3)

   Set the document resolution, contrast, and document type. (→6-4)

   You can also select a sender's name with the **TTI Selector**. (→6-6)

2. Dial the other party's fax number.

   Use regular dialing to dial a number. (→6-7)

   -if not-

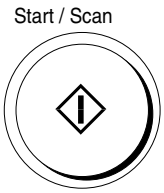
   Press a One-touch Speed Dialing button to dial the number. (→4-29)

   -if not-

   Press **Coded Dial** and a three-digit code to dial the number. (→4-31)

   -if not-

   Dial the number with directory dialing. (→4-35)



3. Press **Start/Scan**.

   If you see this message, you have to enter the department access code. Go on to step 4.

   ```
   ENTER DAC
                  _
   ```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-if not-

If you see this message, you have to enter the user access code. Go on to step 5.

```
USER ACCESS CODE
                _
```

4. Enter the DAC (department access code).

   Use the buttons on the numeric keypad to enter the four-digit DAC (department access code) then press **Set**.

```
DAC PASSWORD
                _
```

   If you enter the wrong department access code, the fax beeps and waits for you to enter the correct code.

5. Enter the DAC password or user access code.

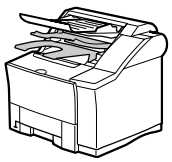
   Use the buttons on the numeric keypad to enter the four-digit DAC password or user access code then press **Set**.

   If you enter the wrong password, the fax beeps and waits for you to enter the correct password.

   After you enter the department access code and password or user access code correctly, the fax sends the document.

Making a Copy with Restrictions ON

Follow this procedure to make a copy with the printing restriction set up and turned on.



1. Set the document on the fax.

```
DOCUMENT READY
```

2. Press **Copy**.

```
USER ACCESS CODE
                _
```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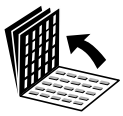
3. Use the buttons on the numeric keypad to enter the four-digit user access code that you set previously to restrict access to copying. Then press **Set**.

```
COPY                01
CASSETTE 1          LTR
```

4. Follow the normal procedure to complete copying the document. (→5-6)

Printing a Report with Restrictions ON

Follow this procedure to print a report about information stored in the fax with the printing restriction set up and turned on.



1. Open all three of the One-touch Speed Dialing panels. Then press **Report**.

```
REPORT
 1.ACTIVITY REPORT
```

2. Press the search buttons to select the type of report you want to print then press **Set**.

```
USER ACCESS CODE
                    _
```

3. Use the buttons on the numeric keypad to enter the four-digit user access code you set to protect printing reports. Then press **Set**.

The fax starts printing the report.

```
PRINTING REPORT
```

Using the Telephone with Restrictions ON

When the telephone restriction feature is turned on, the handset and **Hook** button are disabled. If you pick up the handset or press the **Hook** button, you will not hear a dial tone.

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Turning Restrictions OFF and ON

Follow this procedure to turn off the following features temporarily without changing the settings.

1. Open the SYSTEM SETTINGS menu with your system settings password. (→13-4)

```
SYSTEM SETTINGS
 1.PASSWORD
```

2. Press the search buttons until you see the display below.

```
SYSTEM SETTINGS
 2.RESTRICTIVE CODES
```

3. Press **Set**.

```
RESTRICTIVE CODES
 1.TX SETTINGS
```

4. Press the search buttons to display the feature you want to turn off.

```
RESTRICTIVE CODES
 1.TX SETTINGS
```

```
RESTRICTIVE CODES
 3.TEL SETTING
```

To turn off restricted sending

Press the search buttons until you see the display below.

```
RESTRICTIVE CODES
 1.TX SETTINGS
```

Press **Set**.

```
TX SETTINGS
                ON
```


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Press the search buttons to display OFF, then press **Set**.

To turn off restricted printing
Press the search buttons until you see the display below.

```
RESTRICTIVE CODES
 2.FAX'S PRINTER SET
```

Press **Set**.

```
FAX'S PRINTER SET
                ON
```

Press the search buttons to display OFF, then press **Set**.

To turn off restricted use of the telephone
Press the search buttons until you see the display below.

```
RESTRICTIVE CODES
 3.TEL SETTING
```

Press **Set**.

```
TEL SETTING
                ON
```

Press the search buttons to display OFF, then press **Set**.

5. Press **Stop** to return to standby.

Note

To turn the settings on again, just repeat this procedure from step 1 and select ON.

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Receiving Documents from Registered Senders Only

Follow this procedure to turn restricted receiving on and off. Restricted receiving limits document reception to fax units whose telephone numbers are registered on your fax for One-touch or Coded Speed Dialing buttons. You cannot receive a document from another fax unless it is registered on your fax for a speed dialing button, so the fax will not receive unsolicited direct mail.

1. Open the SYSTEM SETTINGS menu with your system settings password. (→13-4)

2. Press the search buttons until you see the display below.

```
SYSTEM SETTINGS
 4.RX RESTRICTION
```

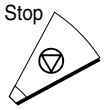
3. Press **Set**.

4. Press the search buttons to display the setting you want, then press **Set**.

```
RX RESTRICTION
                OFF
```

```
RX RESTRICTION
                ON
```

OFF	Your fax will receive a document even if the fax telephone number of the originator is not registered on your fax for a One-touch Speed Dialing or a Coded Speed Dialing button. However, other restrictions like passwords, subaddresses, and so on, still apply.
ON	Your fax will receive a document only if the fax telephone number of the originator is registered on your fax for a One-touch Speed Dialing or a Coded Speed Dialing button.



5. Press **Stop** to return to standby.

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Using Memory Lock

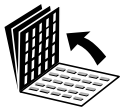
Normally a document prints as soon as you receive it. However, there may be occasions when you want the fax to store all documents in the memory until you are ready to print them. Locking the fax to receive and store all documents in the memory is called *memory lock*.

You may want to turn the memory lock on when the fax is left unattended at night or over long holidays to prevent a large volume of printed documents from collecting on the paper output tray. After you return to the office, you can review the contents of the memory and then enter the memory lock password to print all the documents stored in the memory.

Setting a Time and Password for Memory Lock

After the memory lock is turned on, the fax will automatically enter and leave the memory lock mode at times you specify. The documents received when the fax is in the memory lock mode are stored in the memory until you unlock the memory with a password and print them.

Follow the procedure below to define a memory lock password and set the times for the fax to enter and leave the memory lock mode.



1. Open the MEMORY LOCK menu.

   Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

REGISTRATION 1.DATA REGISTRATION

   Press **Set**.

DATA REGISTRATION 1.USER SETTINGS

   Press the search buttons until you see the display below.

DATA REGISTRATION 7.SYSTEM SETTINGS

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Press **Set**. Be sure to enter your system settings password if you have one.

```
SYSTEM SETTINGS
 1.PASSWORD
```

Press the search buttons until you see the display below.

```
SYSTEM  SETTINGS
 3.MEMORY LOCK RX
```

Press **Set**.

```
MEMORY LOCK RX
                OFF
```

2. Turn on the memory lock feature.

Press the search buttons until you see the display below.

```
MEMORY LOCK RX
                ON
```

Press **Set**.

3. Press the search buttons to display the setting you want and press **Set**.

```
MEMORY LOCK RX
 1.MEM LOCK PASSWORD
```

```
MEMORY LOCK RX
 3.TIME SETUP
```

4. For details about setting up the memory lock feature, refer to the summary below.

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Memory Lock Setup Summary

The default settings, shown in bold, remain in effect unless you change them.

1.MEM LOCK PASSWORD	0000 to 9999	
	This password protects the memory lock settings. You must also use this password to unlock the memory so you can print documents stored in the memory. Use the buttons on the numeric keypad to enter a four-digit password and press **Set**.	
2.REPORT	Set the fax to print reports or not. This setting affects only reports that print automatically, such as Activity Reports for sending and receiving, and Activity Management Reports.	
	OUTPUT NO	No report prints while in the memory lock mode.
	OUTPUT YES	A report prints while the fax is in the memory lock mode.
3.TIME SETUP	Set the times for the fax to enter and leave the memory lock mode. The time settings are optional. If you do not set the times, you can use the **Memory Reception** button to turn the memory lock feature on and off.	
	OFF	Turns off the timer setup. You can turn the memory lock mode on and off with the **Memory Reception** button.
	ON	Turns on the timer setup. You can still use the **Memory Reception** button to turn the memory lock mode on and off.
	1. START TIME	Sets the time for the fax to enter the memory lock mode.
	EVERYDAY SELECT DAYS	Set the time in 24-hour format. Up to 5 starting times can be specified for every day or each selected day.
	2. END TIME	Sets the time for the fax to leave the memory lock mode.
	EVERYDAY SELECT DAYS	Set the time in 24-hour format. Up to 5 starting times can be specified for every day or each selected day.

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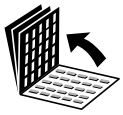
Turning the Memory Lock ON

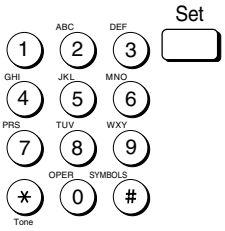
Follow this procedure to put the fax in the memory lock mode if the memory lock mode timer has not been set or if you want to put the fax in the memory lock mode before the timer turns the memory lock on.

If the timer is set for the memory lock feature, the fax will enter and leave the memory lock mode automatically. (→13-17)



1. Open all three of the One-touch Speed Dialing panels. Then press **Memory Reception**.

```
MEM LOCK PASSWORD
                 _
```



Enter the memory lock password then press **Set**.

```
MEMORY LOCK RX
```

The fax is now in the memory lock receive mode. All documents will be received in the memory until you unlock memory receiving and print them.

Turning the Memory Lock OFF and Printing Documents

Follow this procedure to turn the memory lock off and print the documents received in the memory.

If the timer is set for the memory lock feature, the fax will enter and leave the memory lock mode automatically. (→13-17)

1. When the memory lock is on, a message is displayed.

```
MEMORY LOCK RX
```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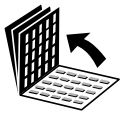


Memory Reception

2. Open all three of the One-touch Speed Dialing panels. Then press **Memory Reception**.

```
MEM LOCK PASSWORD
                _
```

3. Use the buttons on the numeric keypad to enter the four-digit memory lock password and press **Set**.

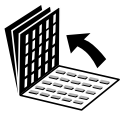
   All the documents received in the memory while the fax was in the memory lock mode are printed.

Setting Up and Using PIN Codes

PIN (Personal Identification Number) codes prevent unauthorized personnel from making calls. To protect privileged access to the telephone lines, only authorized users are entrusted with the PIN codes for daily operations. Some Private Branch Exchange (PBX) systems require that a PIN code be entered when dialing a number to make a call or send a document by fax. Depending on the requirements of the PBX system, the PIN code may be entered either before the number as a prefix, or after the number as a suffix.

If your PBX requires a PIN code to connect to an outside line, the fax machine can be set up with the USER DATA SETTINGS to prompt you for a PIN code every time you dial.

Setting a PIN Code



Data Registration

Set

1. Open the TX SETTINGS menu.

   Open all three of the One-touch Speed Dialing panels and press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

   Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```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Press the search buttons until you see the display below.

```
DATA REGISTRATION
 3.TX SETTINGS
```

Press **Set**.

```
TX SETTINGS
 1.ECM TX
```

2. Press the search buttons until you see the display below.

```
TX SETTINGS
 7.PIN CODE
```

If the TX STAMP option has been installed, this item will appear as 8.PIN CODE.

3. Press **Set**.

```
PIN CODE
                OFF
```

4. Press the search buttons until ON appears.

```
PIN CODE
                ON
```

5. Press **Set**.

```
NECESS. PIN CODE
                OFF
```


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6. If your PBX requires PIN code entry depending on destination, press **Set** to leave NECESS. PIN CODE set to OFF.

-if not-

If your PBX always requires PIN code entry, press the search buttons until ON appears.

NECESS. PIN CODE ON

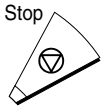
7. Press **Set**.

PIN CODE BEF/AFT BEFORE TEL NO.

8. To select BEFORE TEL NO., press **Set**.

-if not-

To select AFTER TEL NO., press the search buttons until AFTER TEL NO. appears and press **Set**.



9. Press **Stop**.

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Dialing with a PIN Code after the Number

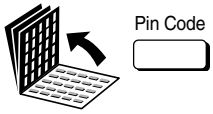
When NECESS. PIN CODE of the pin code setting (→13-22) is OFF, you can operate as described below.

1. Set the document on the fax machine.

DOCUMENT READY

2. Enter the telephone number.

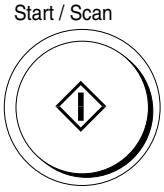
TEL = 123 4567



3. Open all three of the One-touch Speed Dialing panels, press **Pin Code**, then press **Set**.

TEL = 123 4567C

4. Repeat steps 2 and 3 for each number in a sequential broadcast.



5. Press **Start/Scan**.

ENTER PIN CODE

6. Use the buttons on the numeric keypad to enter the PIN code.

ENTER PIN CODE ********

The PIN code is not displayed as it is entered.

7. Press **Set** to start the transmission.

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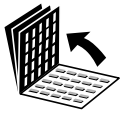
Dialing with a PIN Code before the Number

When NECESS. PIN CODE of the pin code setting (→13-22) is OFF, you can operate as described below.

1. Set the document on the fax machine.

DOCUMENT READY



Pin Code

2. Open all three of the One-touch Speed Dialing panels and press **Pin Code**.

TEL= C

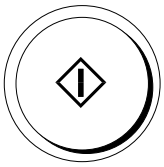
Set

3. Use the buttons on the numeric keypad to enter the other party's fax number. Then press **Set**.

TEL= C123 4567

4. Repeat steps 2 and 3 for each number in a sequential broadcast.

Start / Scan



5. Press **Start/Scan**.

ENTER PIN CODE

Enter the PIN code with the buttons on the numeric keypad. A maximum of 20 digits can be entered.

ENTER PIN CODE ********

The PIN code is not displayed as it is entered.

Set

7. Press **Set** to start transmission.

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Setting PIN Code Access for Speed Dialing

This method allows you to register One-touch and Coded Speed Dialing buttons for PIN Code Access. When a user attempts to dial with a speed dialing button, the fax machine will prompt the user to enter a PIN Code. When NECESS. PIN CODE of the pin code setting (→13-22) is OFF, you can operate as described below.

1. Select the speed dialing location to register the telephone number. (→4-7, 4-16)

```
TELEPHONE NUMBER
TEL=_
```

2. If the PIN code is to be dialed before the telephone number, press **Pin Code** then enter the telephone number.

```
TELEPHONE NUMBER
TEL=C123  4567
```

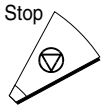
-if not-

If the PIN code is to be dialed after the telephone number, enter the telephone number then press **Pin Code**.

```
TELEPHONE NUMBER
TEL=123  4567C
```

3. Press **Set**.

4. Repeat the procedure to continue registering additional numbers.



5. When you are finished, press **Stop**.

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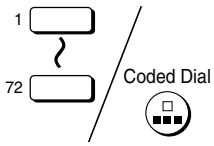
Using Speed Dialing with PIN Code Access

If you register the PIN Code entry when registering automatic dialing (→13-26), do the following procedures.

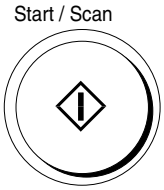
1. Set the document on the fax machine.

DOCUMENT READY



2. Press a speed dialing button.

TEL= C123 4567 01 CANON



3. Press **Start/Scan**.

ENTER PIN CODE

4. Enter the PIN code using the buttons on the numeric keypad.

   A maximum of 20 digits can be entered for the PIN code.

ENTER PIN CODE ********

   The PIN code is not displayed as it is entered.

5. Press **Set** to start transmission.

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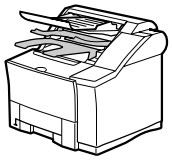
Forced PIN Code Access

Follow this procedure to dial when Forced PIN Code Access (NECESS. PIN CODE) has been turned ON. With Forced PIN Code Access ON, you must enter a PIN Code every time you dial. The PIN Code must be entered either before or after the number, depending on how PIN Code Access has been set up. (→13-23)

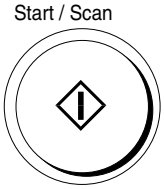


1. Set the document on the facsimile.

```
DOCUMENT READY
```

2. Dial the telephone number with the numeric keypad or the speed dialing buttons.

```
TEL=              123 4567
 01 CANON
```



3. Press **Start/Scan**.

```
ENTER PIN CODE
```

4. Enter the PIN code with the buttons on the numeric keypad.

   A maximum of 20 digits can be entered for the PIN code.

```
ENTER PIN CODE
                 *******
```

   The PIN code is not displayed as it is entered.

5. Press **Set**.

   The fax starts to send the document.

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Chapter 14
Printing Reports and Lists

This chapter shows you how to print lists and reports.

You can print lists of telephone numbers and transmissions settings registered in the fax, as well as print reports about document transactions.

❏ Printing the Speed Dialing Lists 14-2
❏ Printing the User Data List 14-5
❏ Printing the List of Sender Names 14-6
❏ Reports 14-8
- Printing the Activity Management Report 14-9
- Setting and Using Activity Reports 14-11

❏ Memory Lists 14-17

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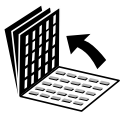
Printing the Speed Dialing Lists

Follow this procedure to print the speed dialing lists. You can print two types of One-touch or Coded Speed Dialing list: a standard list (List 1) or a detailed list (List 2).



1. Open the SPEED DIAL LIST menu.

   Open all three of the One-touch Speed Dialing panels. Then press **Report**.

```
REPORT
 1.ACTIVITY REPORT
```

Press the search buttons until you see the display below.

```
REPORT
 2.SPEED DIAL LIST
```

Press **Set**.

```
SPEED DIAL LIST
 1.1-TOUCH LIST
```

2. Press the search buttons to display the name of the list you want to print.

1.1-TOUCH LIST	Prints the standard list (List 1) of all One-touch Speed Dialing buttons and numbers registered in the fax.
2.CODED DIAL LIST	Prints the standard list (List 1) of all Coded Speed Dialing buttons and numbers registered in the fax.
3.1-TOUCH (DETAIL)	Prints the detailed list (List 2) of all One-touch Speed Dialing buttons and numbers registered in the fax in a stacked format.
4.CODED (DETAIL)	Prints the detailed list (List 2) of all Coded Speed Dialing buttons and numbers registered in the fax in a stacked format.
5.GROUP DIAL LIST	Prints the list of buttons and numbers registered for Group Dialing.

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Set

3. Press **Set**.

The Group Dial list starts printing.

```
SORTED OUTPUT
 1.NO
```

1.NO The One-touch or Coded Speed Dial list is printed in order of the Speed Dial numeric list, from the lowest number to the highest number.

2.YES The Connection ID (name) column is sorted and the One-touch or Coded Speed Dial list is printed in alphabetical order.

▲ ▼

4. Press the search buttons to display YES or NO. Press **Set**.

Set

After you press **Set**, the report starts printing.

```
PRINTING REPORT
```

Samples of each type of list are shown below.

One-Touch Speed Dial List 1

12/31/1999 10:32 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** 1-TOUCH SPD DIAL LIST 1 ***
****

NO.	CONNECTION TEL	CONNECTION ID	TX TYPE	⏲
[01]	732 2233	ADAM BOOKS,CPA	REGULAR TX	
[02]	761 1298	JOHN BARRISTER	REGULAR TX	23:00
[04]	1 516 911 4411	NATALIE SMITH	REGULAR TX	
[03]	1 914 438 3619	SEYMOUR GREEN	REGULAR TX	23:00

Coded Speed Dial List 1

12/31/1999 10:47 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** CODED SPEED DIAL LIST 1 ***
****

NO.	CONNECTION TEL	CONNECTION ID	TX TYPE	⏲
[∗000]	555 1234	BILL	REGULAR TX	
[∗002]	16172223322	HUNT INVESTMENTS	REGULAR TX	23:00
[∗003]	1 312 538 4005	LAKESIDE INC.	REGULAR TX	
[∗001]	14043333499	PEACHTREE,INC.	REGULAR TX	23:00

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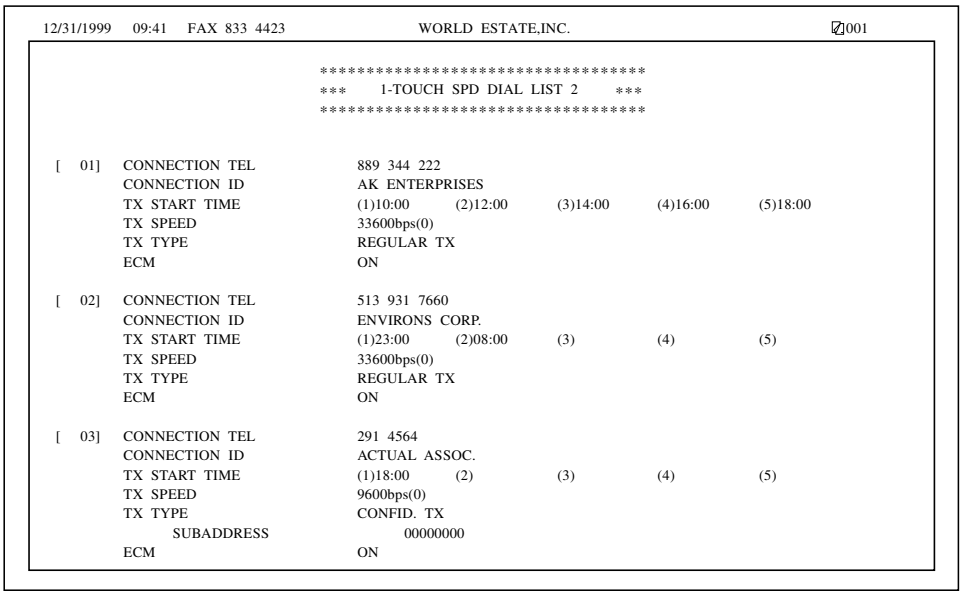
One-Touch Speed Dial List 2



12/31/1999 09:41 FAX 833 4423 WORLD ESTATE,INC. ☑001

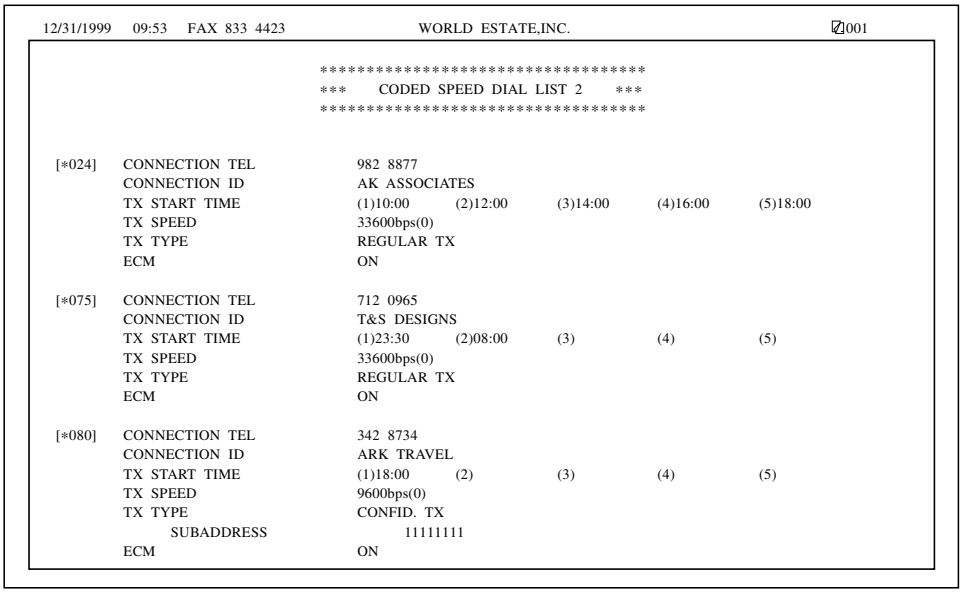
```
                          **********************************
                          ***     1-TOUCH SPD DIAL LIST 2     ***
                          **********************************

[   01]  CONNECTION TEL          889 344 222
         CONNECTION ID           AK ENTERPRISES
         TX START TIME           (1)10:00    (2)12:00    (3)14:00    (4)16:00    (5)18:00
         TX SPEED                33600bps(0)
         TX TYPE                 REGULAR TX
         ECM                     ON

[   02]  CONNECTION TEL          513 931 7660
         CONNECTION ID           ENVIRONS CORP.
         TX START TIME           (1)23:00    (2)08:00    (3)         (4)         (5)
         TX SPEED                33600bps(0)
         TX TYPE                 REGULAR TX
         ECM                     ON

[   03]  CONNECTION TEL          291 4564
         CONNECTION ID           ACTUAL ASSOC.
         TX START TIME           (1)18:00    (2)         (3)         (4)         (5)
         TX SPEED                9600bps(0)
         TX TYPE                 CONFID. TX
              SUBADDRESS              00000000
         ECM                     ON
```

Coded Speed Dial List 2



12/31/1999 09:53 FAX 833 4423 WORLD ESTATE,INC. ☑001

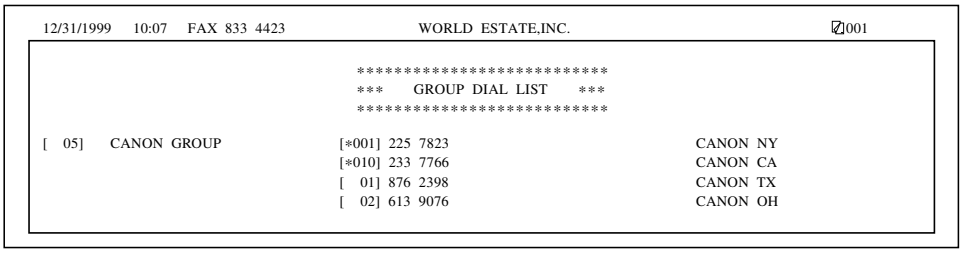
```
                          **********************************
                          ***     CODED SPEED DIAL LIST 2     ***
                          **********************************

[*024]   CONNECTION TEL          982 8877
         CONNECTION ID           AK ASSOCIATES
         TX START TIME           (1)10:00    (2)12:00    (3)14:00    (4)16:00    (5)18:00
         TX SPEED                33600bps(0)
         TX TYPE                 REGULAR TX
         ECM                     ON

[*075]   CONNECTION TEL          712 0965
         CONNECTION ID           T&S DESIGNS
         TX START TIME           (1)23:30    (2)08:00    (3)         (4)         (5)
         TX SPEED                33600bps(0)
         TX TYPE                 REGULAR TX
         ECM                     ON

[*080]   CONNECTION TEL          342 8734
         CONNECTION ID           ARK TRAVEL
         TX START TIME           (1)18:00    (2)         (3)         (4)         (5)
         TX SPEED                9600bps(0)
         TX TYPE                 CONFID. TX
              SUBADDRESS              11111111
         ECM                     ON
```

Group Dial List



12/31/1999 10:07 FAX 833 4423 WORLD ESTATE,INC. ☑001

```
                          ***************************
                          ***     GROUP DIAL LIST     ***
                          ***************************

[   05]  CANON GROUP        [*001] 225 7823          CANON NY
                            [*010] 233 7766          CANON CA
                            [   01] 876 2398         CANON TX
                            [   02] 613 9076         CANON OH
```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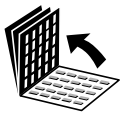
Printing the User Data List

Follow this procedure to print a comprehensive list of the current user data and other settings.



1. Open all three of the One-touch Speed Dialing panels. Then press **Report**.

```
REPORT
 1.ACTIVITY REPORT
```

2. Press the search buttons until you see the display below.

```
REPORT
 3.USER DATA LIST
```

3. Press **Set**.

```
USER DATA LIST
 1.USER DATA
```

4. Press **Set** to start printing.
   After you press **Set**, the report starts printing.

```
PRINTING REPORT
```

User's Data List

After you have installed the optional Dual-line Upgrade Kit II, the settings selections you register for Line 2 will appear in the User Data List. (→16-32)

```
12/31/1999  13:36  FAX 833 4423          WORLD ESTATE,INC.          001

                          **************************
                          ***  USER'S DATA LIST  ***
                          **************************


1.USER SETTINGS
    UNIT TELEPHONE #                              833 4423
    UNIT NAME                          WORLD ESTATE,INC.
    TX TERMINAL ID                     ON
      TTI POSITION                        OUTSIDE IMAGE
      TELEPHONE # MARK                    FAX

8.DUAL LINE OPTIONS
    2nd LINE TEL #
    2nd LINE TYPE                      TOUCH TONE
    TX LINE PRIORITY                   LINE1 TX PRIORITY

              TOTAL FAX MEMORY                 7MByte
```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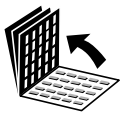
Printing the List of Sender Names

Follow this procedure to print a list of sender names registered in the fax.

- ❏ The sender names are names registered to print at the top of documents you send in place of the unit name. (→3-12)
- ❏ Sender names are selected by pressing **TTI Selector** just before you send a document. (→6-6)



1. Open all three of the One-touch Speed Dialing panels. Then press **Report**.

```
REPORT
 1.ACTIVITY REPORT
```

2. Press the search buttons until you see the display below.

```
REPORT
 3.USER DATA LIST
```

3. Press **Set**.

```
USER DATA LIST
 1.USER DATA
```

4. Press the search buttons until you see the display below.

```
USER DATA LIST
 2.SENDER'S NAME
```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Set

5. Press **Set**.

After you press **Set**, the report starts printing.

PRINTING REPORT

Sender Name List

12/31/1999 13:38 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** SENDER NAME ***
****

01:R.LOUIS	02:S.ROBERTS	03:R.SEAL
04:B.THOMAS	05:F.DILLON	06:B.DWYER

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Reports

Reports contain information about past fax transactions. The Activity Report or the Activity Management Report prints a list of the past 40 transactions, and other reports report information about transactions as they occur.

Here is a summary of some of the abbreviations used in activity reports.

ST. TIME	Represents the time the last attempt was made to transmit a document.
USAGE T	Represents the amount of time it took during the last attempt to transmit. Note that the usage time does not reflect the total usage time used to transmit all pages of the document when a retry occurs. By printing an ACTIVITY MANAGEMENT REPORT and matching the transaction number of the TX REPORT with the transaction number on the ACTIVITY MANAGEMENT REPORT you can know exactly how many attempts were made to send the document, how many pages were sent each attempt as well as the usage time for each attempt. The usage time is printed in the RESULT column of the ACTIVITY MANAGEMENT REPORT along with any error codes. Two types of ACTIVITY MANAGEMENT REPORT are available, standard (→14-9, 16-9) or TX/RX separate. (→14-10, 16-9)
PGS.	Represents the total number of pages that were successfully transmitted.
RESULT	OK means all pages were transmitted either during the first attempt or after the first or second redial attempt. The default, which is two redial attempts, can be changed. (→6-20, 16-11) NG means that either some or no pages were transmitted after two redial attempts. The default, which is two redial attempts, can be changed. (→6-20, 16-11)

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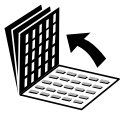
Printing the Activity Management Report

Follow this procedure to print a list of the previous 40 transactions on your fax.



Report

Set

1. Open all three of the One-touch Speed Dialing panels. Then press **Report**.

   ```
   REPORT
    1.ACTIVITY REPORT
   ```

2. Press **Set**.

   After you press **Set**, the fax prints an Activity Management Report in the standard format with all transactions listed chronologically.

Activity Management Report

12/31/1999 14:36 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** ACTIVITY REPORT ***
****

ST. TIME	CONNECTION TEL/ID	SENDER NAME	NO.	MODE	PGS.	RESULT
∗ 12/31 12:28	ADAM BOOK,CPA 732 2233	S.ROBERTS	0007	TRANSMIT ECM	1	OK 00'16
∗ 12/31 12:49	BELZER,INC. 1 213 978 3314		5005	AUTO RX ECM	1	NG 00'20 0 STOP
∗ 12/31 13:08	1 213 978 3314	R.LOUIS	0011	TRANSMIT	2	NG 00'00 0 #0995
12/31 14:34	ADAM BOOK,CPA 732 2233 SUBADDRESS 3333		5010	RELAY RX	1	OK 00'18

You can set the fax to print sending and receiving transactions separately by setting the ACTIVITY REPORT item in the Report Settings menu. (→16-9)

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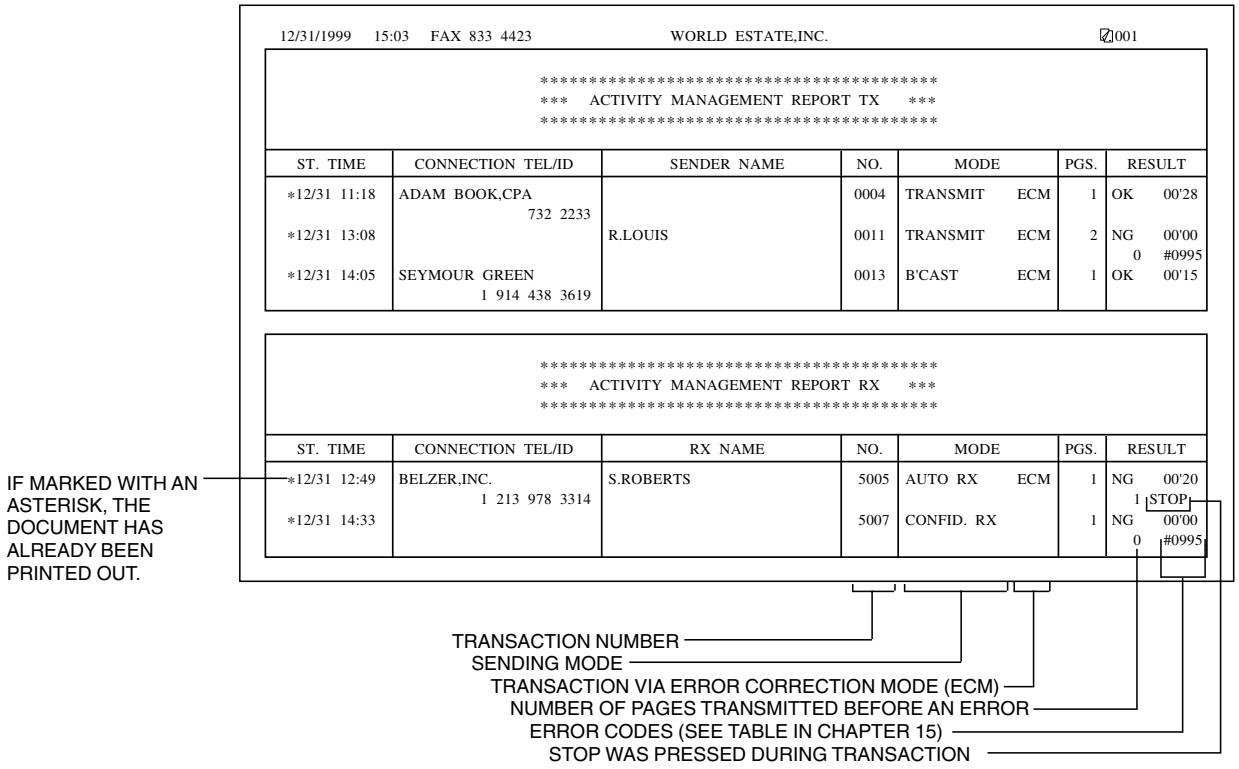
Samples are shown below.

Activity Management Report (TX/RX separate)


12/31/1999 15:03 FAX 833 4423 WORLD ESTATE,INC. 001
*** ACTIVITY MANAGEMENT REPORT TX ***
ST. TIME | CONNECTION TEL/ID | SENDER NAME | NO. | MODE | PGS. | RESULT
*12/31 11:18 | ADAM BOOK,CPA 732 2233 | | 0004 | TRANSMIT ECM | 1 | OK 00'28
*12/31 13:08 | | R.LOUIS | 0011 | TRANSMIT ECM | 2 | NG 00'00 0 #0995
*12/31 14:05 | SEYMOUR GREEN 1 914 438 3619 | | 0013 | B'CAST ECM | 1 | OK 00'15
*** ACTIVITY MANAGEMENT REPORT RX ***
ST. TIME | CONNECTION TEL/ID | RX NAME | NO. | MODE | PGS. | RESULT
*12/31 12:49 | BELZER,INC. 1 213 978 3314 | S.ROBERTS | 5005 | AUTO RX ECM | 1 | NG 00'20 1 STOP
*12/31 14:33 | | | 5007 | CONFID. RX | 1 | NG 00'00 0 #0995
IF MARKED WITH AN ASTERISK, THE DOCUMENT HAS ALREADY BEEN PRINTED OUT.
TRANSACTION NUMBER
SENDING MODE
TRANSACTION VIA ERROR CORRECTION MODE (ECM)
NUMBER OF PAGES TRANSMITTED BEFORE AN ERROR
ERROR CODES (SEE TABLE IN CHAPTER 15)
STOP WAS PRESSED DURING TRANSACTION

Note the following additional features you can set up with the ACTIVITY REPORT item in the REPORT SETTINGS menu.

- ❏ The fax is set to print an Activity Management Report automatically after 40 transactions. You can turn this feature off. (→16-9)
- ❏ You can set the fax to print an Activity Management Report at the same time every day. (→16-9)
- ❏ If you set up department access codes, when this feature is turned on transactions are listed by department in the Department Access Code Report shown below.

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Department Access Code Report

12/31/1999 15:14 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** ACTIVITY REPORT ***
****

DEPT. ACCESS CODE:1222

ST. TIME	CONNECTION TEL/ID	SENDER NAME	NO.	MODE	PGS.	RESULT
*12/31 15:11	ADAM BOOK,CPA 732 2233	S.ROBERTS	0015	TRANSMIT ECM	1	OK 00'15

DEPT. ACCESS CODE:3111

ST. TIME	CONNECTION TEL/ID	SENDER NAME	NO.	MODE	PGS.	RESULT
*12/31 15:12	SEYMOUR GREEN 1 914 438 3619	R.LOUIS	0016	TRANSMIT ECM	1	OK 00'16

Setting and Using Activity Reports

For details about setting up these activity reports to print (or turning them off) refer to the Report Settings summary at the end of this User's Guide. (→16-7)

Error Report (TX)

The fax is set to print a report if an error occurs during sending. This is the default setting for the Report Settings. (→16-8)

12/31/1999 11:48 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** ERROR TX REPORT ***
****

TX FUNCTION WAS NOT COMPLETED

TX/RX NO	0006
CONNECTION TEL	761 1298
CONNECTION ID	JOHN BARRISTER
ST. TIME	12/31 11:48
USAGE T	00'00
PGS. SENT	0
RESULT	NG STOP

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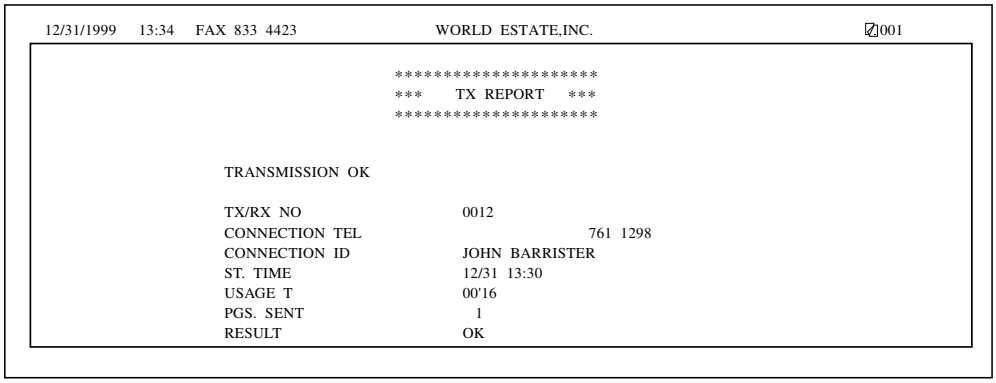
Transmission (TX) Report

You can change the Report Settings to print a transmission report for every document you send. (→16-8)



12/31/1999 13:34 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** TX REPORT ***
****

TRANSMISSION OK

TX/RX NO	0012
CONNECTION TEL	761 1298
CONNECTION ID	JOHN BARRISTER
ST. TIME	12/31 13:30
USAGE T	00'16
PGS. SENT	1
RESULT	OK

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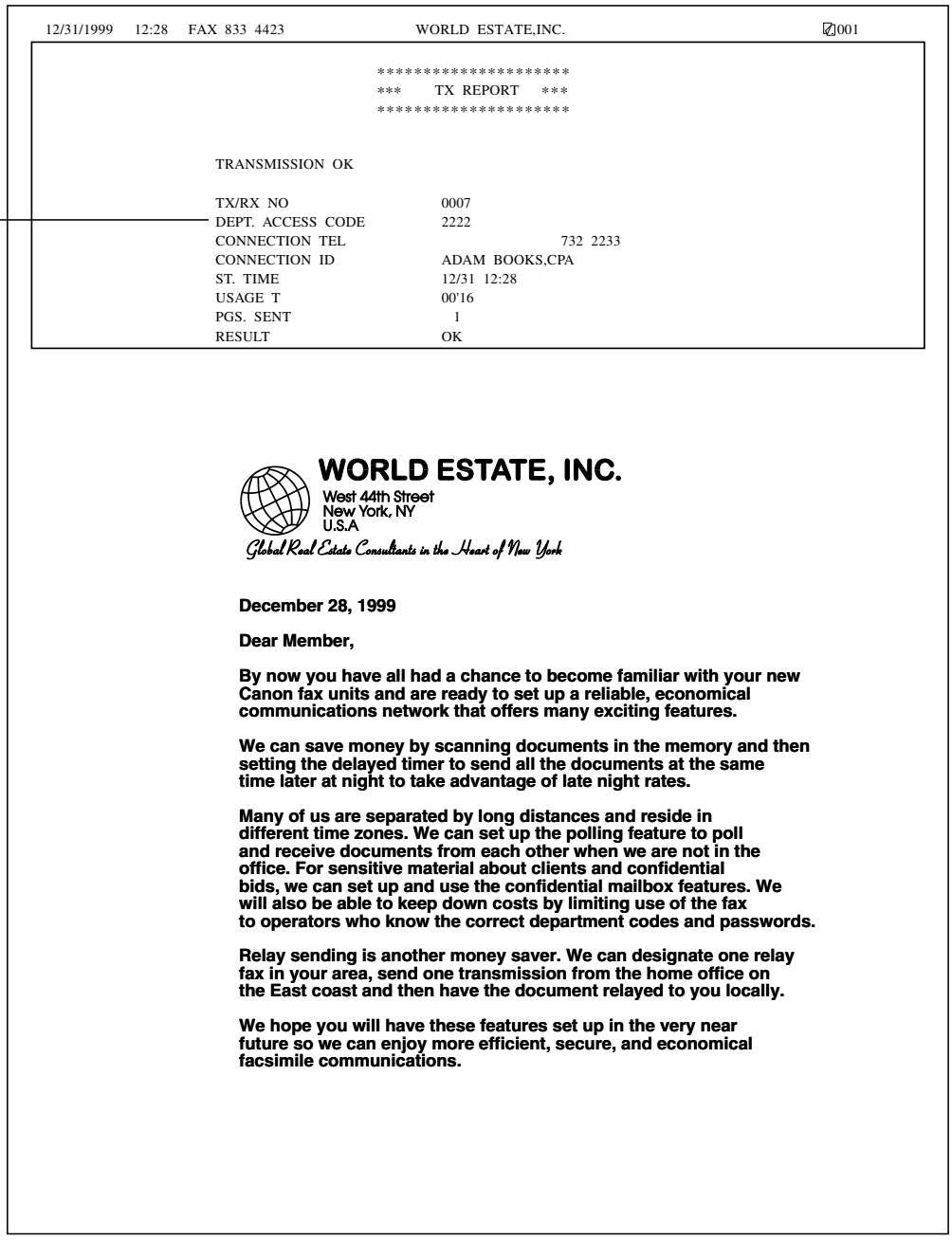
Transmission (TX) Report with first page

You can adjust the transmission report setting to print the first part of the document as part of the report to remind you of the content of the document. (→16-8) This is only effective when you send documents by Memory Sending.

THIS ITEM APPEARS ONLY IF THE DAC (DEPARTMENT ACCESS CODE) HAS BEEN SET.



12/31/1999 12:28 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** TX REPORT ***
****

TRANSMISSION OK

TX/RX NO	0007
DEPT. ACCESS CODE	2222
CONNECTION TEL	732 2233
CONNECTION ID	ADAM BOOKS,CPA
ST. TIME	12/31 12:28
USAGE T	00'16
PGS. SENT	1
RESULT	OK

WORLD ESTATE, INC.
West 44th Street
New York, NY
U.S.A
Global Real Estate Consultants in the Heart of New York

December 28, 1999

Dear Member,

By now you have all had a chance to become familiar with your new Canon fax units and are ready to set up a reliable, economical communications network that offers many exciting features.

We can save money by scanning documents in the memory and then setting the delayed timer to send all the documents at the same time later at night to take advantage of late night rates.

Many of us are separated by long distances and reside in different time zones. We can set up the polling feature to poll and receive documents from each other when we are not in the office. For sensitive material about clients and confidential bids, we can set up and use the confidential mailbox features. We will also be able to keep down costs by limiting use of the fax to operators who know the correct department codes and passwords.

Relay sending is another money saver. We can designate one relay fax in your area, send one transmission from the home office on the East coast and then have the document relayed to you locally.

We hope you will have these features set up in the very near future so we can enjoy more efficient, secure, and economical facsimile communications.

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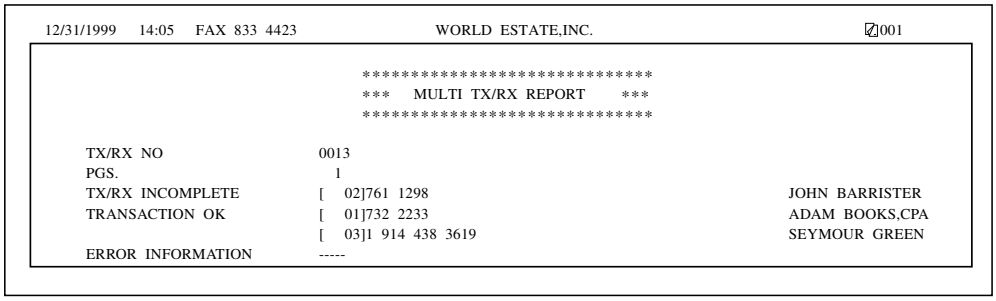
Multi-transaction Report

If the transmission was a sequential broadcast, then a Multi- transaction Report is printed.



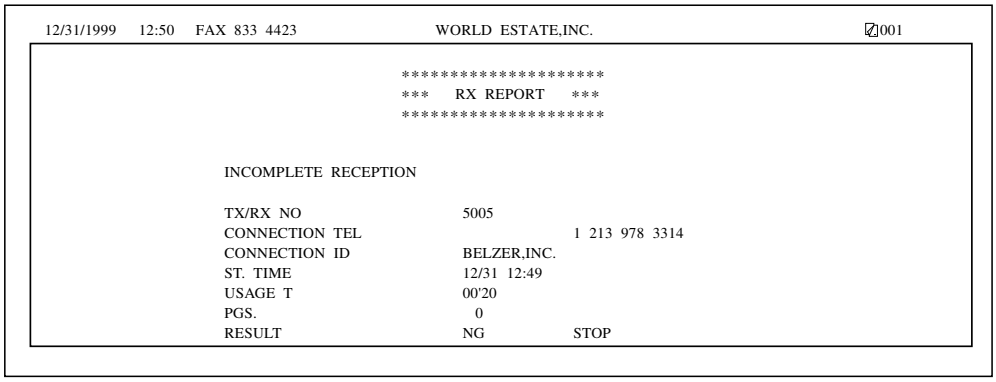
12/31/1999 14:05 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** MULTI TX/RX REPORT ***
****

TX/RX NO	0013	
PGS.	1	
TX/RX INCOMPLETE	[02]761 1298	JOHN BARRISTER
TRANSACTION OK	[01]732 2233	ADAM BOOKS,CPA
	[03]1 914 438 3619	SEYMOUR GREEN
ERROR INFORMATION	-----	

Error Report (RX)

You can set the fax to print a report every time an error occurs during document receiving. Otherwise, only an error message is displayed. (→16-8)



12/31/1999 12:50 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** RX REPORT ***
****

INCOMPLETE RECEPTION

TX/RX NO	5005	
CONNECTION TEL		1 213 978 3314
CONNECTION ID	BELZER,INC.	
ST. TIME	12/31 12:49	
USAGE T	00'20	
PGS.	0	
RESULT	NG	STOP

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Reception (RX) Report

You can set the fax to print an activity report every time you receive a document. (→16-8)

12/31/1999 14:08 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** RX REPORT ***
****

RECEPTION OK

TX/RX NO	5008
CONNECTION TEL	1 213 978 3314
CONNECTION ID	BELZER,INC.
ST. TIME	12/31 14:07
USAGE T	00'17
PGS.	1
RESULT	OK

Confidential Receive Report

When the fax receives a confidential document, it displays a message and prints a report.

RECEIVED IN MAILBOX

12/31/1999 13:34 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** CONFID. RX REPORT ***
****

CONFID. MBOX #	#01
CONFID. MBOX NAME	LOUIS
TX/RX NO	5007
CONNECTION TEL	1 213 978 3314
SUBADDRESS	1111
CONNECTION ID	BELZER,INC.
ST. TIME	12/31 13:33
USAGE T	00'18
PGS.	1
RESULT	OK

Printing this report can be turned off with the User Data Settings. (→16-8)

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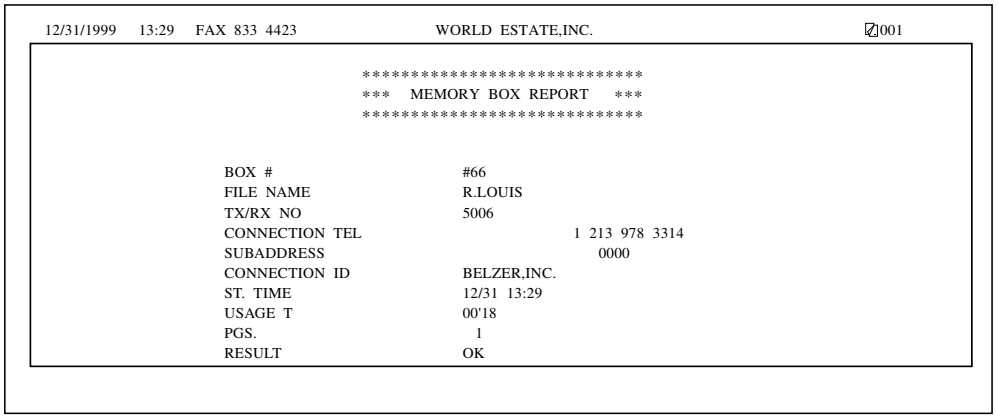
Memory Box Report

The fax prints a Memory Box Report as soon as a document is received in a memory box.



12/31/1999 13:29 FAX 833 4423 WORLD ESTATE,INC. ☑001

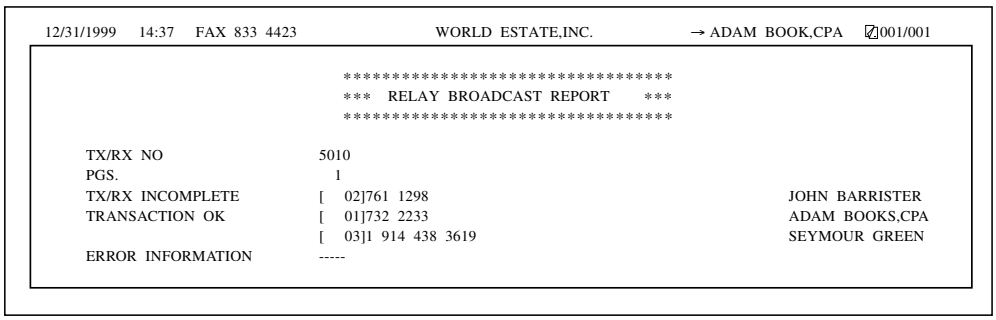
****
*** MEMORY BOX REPORT ***
****

BOX #	#66
FILE NAME	R.LOUIS
TX/RX NO	5006
CONNECTION TEL	1 213 978 3314
SUBADDRESS	0000
CONNECTION ID	BELZER,INC.
ST. TIME	12/31 13:29
USAGE T	00'18
PGS.	1
RESULT	OK

This feature can be turned off with the User Data Settings. (→16-8)

Relay Broadcast Report

The Relay Broadcast Report is sent from a relay unit to the originator after the documents from the originator have been relayed by the relay unit. This feature is set with the TX REPORT item in the RELAY TX GROUP menu. (→9-7, 16-22)



12/31/1999 14:37 FAX 833 4423 WORLD ESTATE,INC. → ADAM BOOK,CPA ☑001/001

****
*** RELAY BROADCAST REPORT ***
****

TX/RX NO	5010	
PGS.	1	
TX/RX INCOMPLETE	[02]761 1298	JOHN BARRISTER
TRANSACTION OK	[01]732 2233	ADAM BOOKS,CPA
	[03]1 914 438 3619	SEYMOUR GREEN
ERROR INFORMATION	-----	

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Memory Lists

These reports list information about what is contained in the memory at the current time.

Confidential Mailbox List

Follow this procedure to print a list of all confidential mailboxes registered in the fax. This list also shows you which confidential mailboxes are currently holding documents.

Note

This list does not list the passwords for the confidential mailboxes.

1. Open all three of the One-touch Speed Dialing panels. Then press **Report**.

   REPORT
   1.ACTIVITY REPORT

Report

2. Press the search buttons until you see the display below.

   REPORT
   5.CONF MAILBX LIST

Set

3. Press **Set** to start printing the report.

   PRINTING REPORT

12/31/1999 14:50 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** CONFID. MAIL BOX REPORT ***
****

CONFID. MBOX #	CONFID. MBOX NAME	PGS.
01	LOUIS	1
02	ROBERTS	3
03	THOMAS	4
04	DILLON	2

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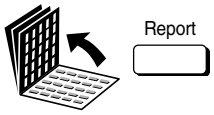
Document Memory List
Follow this procedure to print a Document Memory List for all documents currently stored in the memory.



1. Open all three of the One-touch Speed Dialing panels. Then press **Report**.

```
REPORT
 1.ACTIVITY REPORT
```

2. Press the search buttons until you see the display below.

```
REPORT
 4.DOC. MEMORY LIST
```

3. Press **Set**.

```
PRINTING REPORT
```

12/31/1999 13:01 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** DOC. MEMORY LIST ***
****

TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME	ST. TIME	SENDER NAME
0011	TRANSMIT	[*002]HUNT INVESTMENTS	2	12/31 13:00	23:30	R.LOUIS

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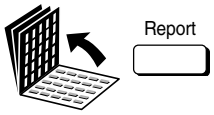
Received memory box list
Follow this procedure to list all documents currently received and held in memory boxes.



1. Open all three of the One-touch Speed Dialing panels. Then press **Report**.

```
REPORT
 1.ACTIVITY REPORT
```

2. Press the search buttons until you see the display below.

```
REPORT
 6.RX MEM. BOX LIST
```

3. Press **Set**.

```
PRINTING REPORT
```

12/31/1999 15:01 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** RECEIVED MEMORY BOX LIST ***
****

BOX #	FILE NAME	PGS.
66	R.LOUIS	1

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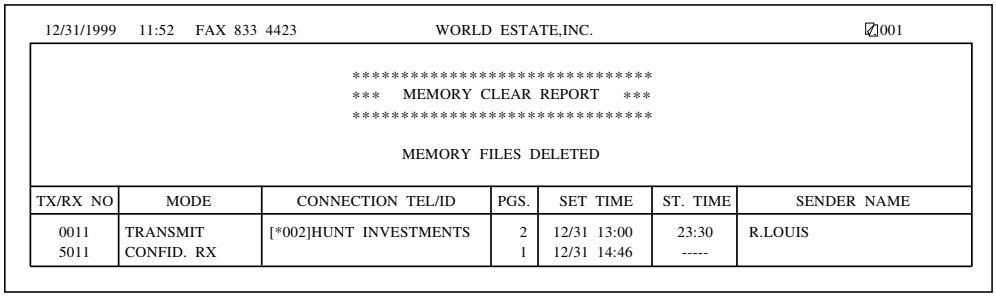
Memory Clear Report

If a power failure occurs, the documents currently stored in the memory can be saved for up to approximately 12 hours. If power is not restored to the fax within 12 hours, the documents in the fax memory will be lost. If this time limit has elapsed by the time power is restored to the fax unit, as soon as power is restored a list of documents deleted from the memory as a result of the power failure is printed automatically.



12/31/1999 11:52 FAX 833 4423 WORLD ESTATE,INC. 001

****
*** MEMORY CLEAR REPORT ***
****

MEMORY FILES DELETED

TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME	ST. TIME	SENDER NAME
0011	TRANSMIT	[*002]HUNT INVESTMENTS	2	12/31 13:00	23:30	R.LOUIS
5011	CONFID. RX		1	12/31 14:46	-----	

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Chapter 15
Maintenance & Frequently Asked Questions

This chapter shows you how to perform the routine tasks required to keep the fax unit operating at peak performance.

At the end of this chapter you are shown how to troubleshoot minor problems in response to error messages in reports or on the LCD display.

❏ Removing Document Feed Jams 15-2

❏ Removing Printer Feed Jams 15-4
- Locating a Paper Jam 15-5

❏ Storing Recording Paper 15-15
- Recommended Paper 15-15
- Storing the Paper Supply 15-16

❏ Changing the Toner Cartridge 15-17

❏ Storing Toner Cartridges 15-22
- Handling Cartridges 15-22
- Storing Cartridges 15-23
- Disposing of Used Toner Cartridges 15-23

❏ Periodic Cleaning 15-24
- Cleaning the Fax Unit 15-24
- Cleaning the Transfer Guide Area 15-25
- Cleaning the Scanning Area 15-27

❏ Refilling the Stamp Ink Compartment (option) 15-33

❏ Error Code Table (listed by number) 15-35

❏ List of LCD Display Messages (Alphabetic List) 15-38

❏ Questions and Answers 15-42
- Documents Are Not Being Sent Correctly. 15-42
- Documents Are Not Being Received Correctly. 15-45
- Documents Are Not Being Copied. 15-46
- Having Other Problems. 15-46

❏ Recording the User Reminder Sheets 15-48

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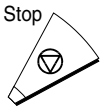
Removing Document Feed Jams

To prevent frequent jams during document scanning, always check the pages before you feed them into the fax. (→6-2)

If a document is curled or wrinkled, make a copy of the original and scan the copy.

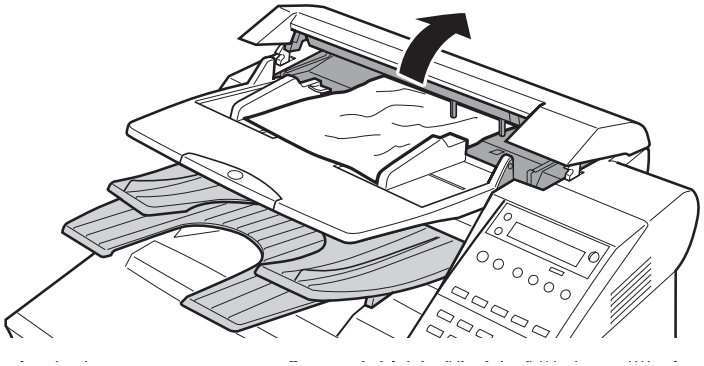
If a paper jam occurs during scanning, the Error lamp blinks red and a message will appear in the display:

```
CHECK DOCUMENT
```



1. Press **Stop**.

2. Gently lift the ADF cover.



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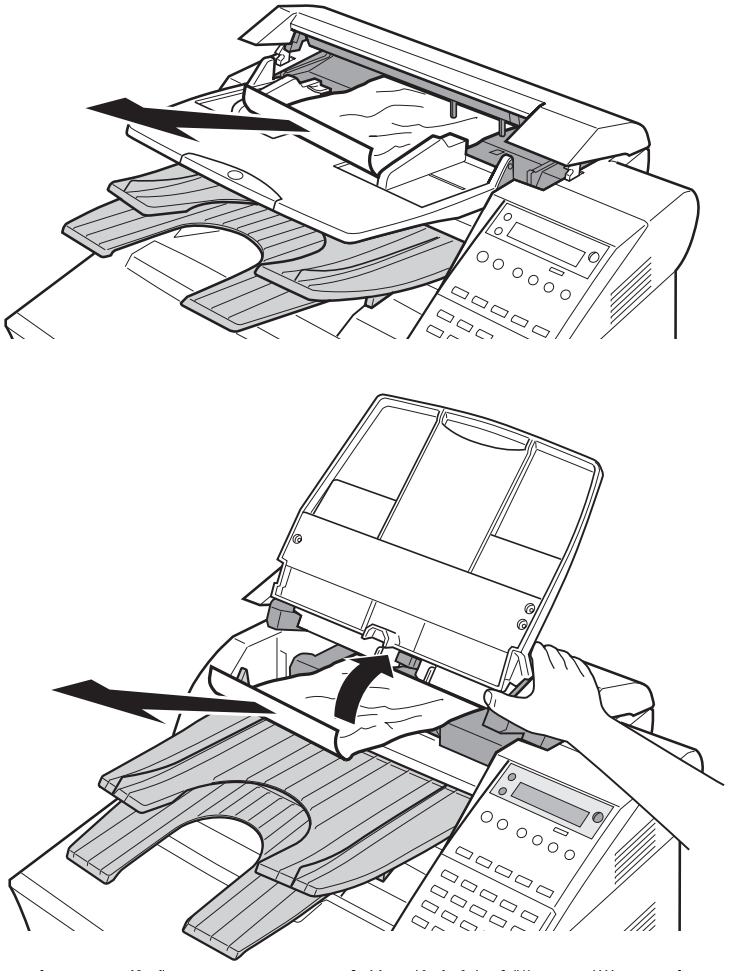
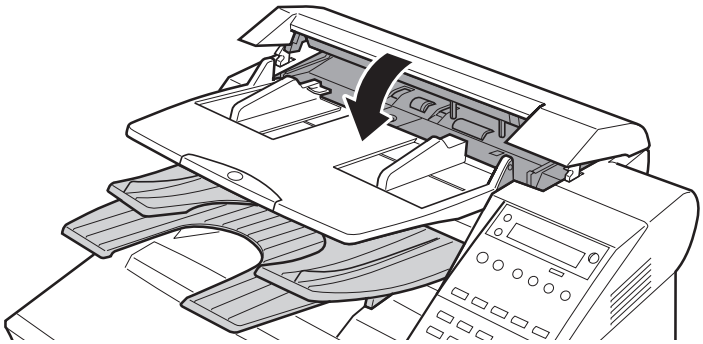
3. Pull the document straight out to remove it.



Note

Always open the ADF cover before you attempt to remove a jammed document.

4. Close the ADF cover and press down on it gently until you hear it lock in place.



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Removing Printer Feed Jams

Observe these guidelines when you are inspecting the fax for printer feed jams:

- ❏ If the paper jam occurred as a result of a power failure, restore power to the fax unit by re-connecting it to the power source before you follow the procedures below.
- ❏ Make sure you check all the areas described below because paper jams can occur at more than one location.
- ❏ Follow the exact order of the steps below.
- ❏ When removing the paper cassettes, remove them gently.

If a paper jam occurs during printing, the Error lamp blinks red and a message will appear in the display:

REC. PAPER JAM

Wash off any toner from your hands or clothing immediately with cold water.

THE FIXING AREA BECOMES VERY HOT. DO NOT TOUCH ANY PARTS IN THE FIXING AREA WHEN YOU ARE REMOVING A PAPER JAM.

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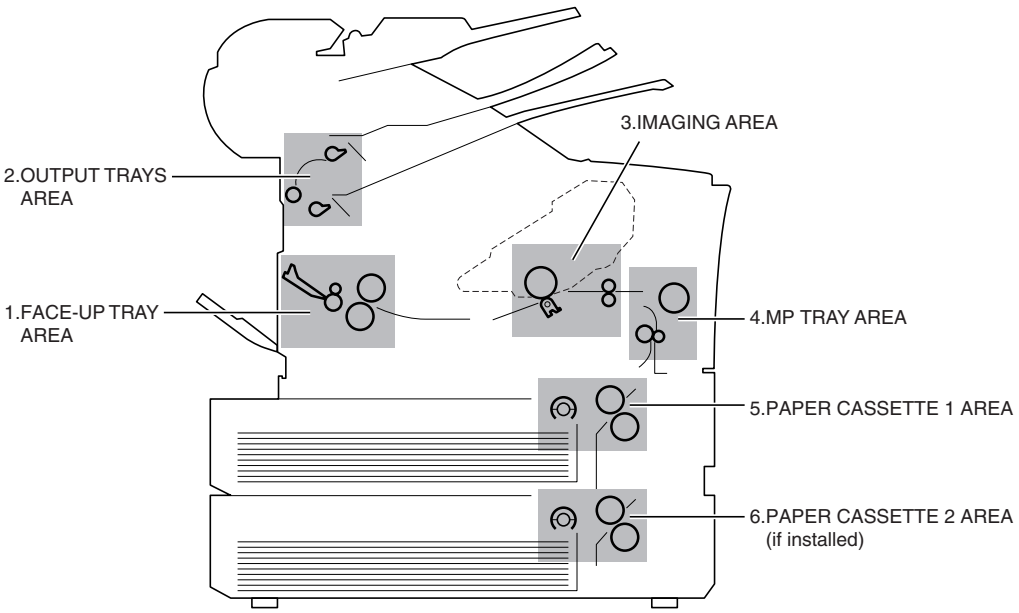
Locating a Paper Jam

A paper jam can occur in any of the following locations shown below. You should check each location for jammed paper and remove it.



Area	Page
1. Face-up tray area	15-6
2. Output trays area	15-6
3. Imaging area	15-8
4. MP tray area	15-11
5. Paper Cassette 1 area	15-12
6. Paper Cassette 2 area (if installed)	15-13

Note

Paper jams can occur in more than one location at a time, so ensure all locations indicated in the illustration are checked.

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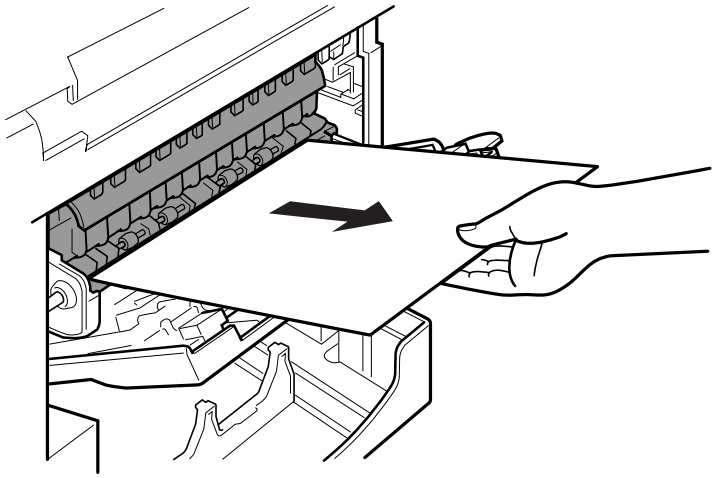
1. Face-up tray area

Gently pull out the jammed paper.

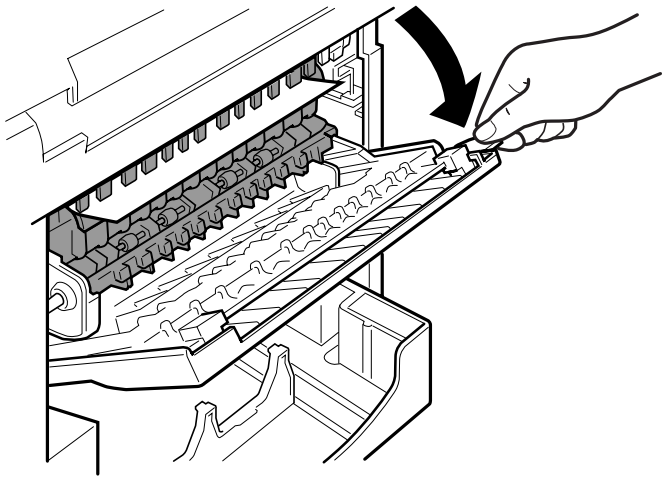


Note

If the jammed paper cannot be easily removed, do not force it. This can happen when the trailing edge of the paper is still within the paper feed area. The pressure from the pressure roller must be released before removing the paper. To do this, open the printer cover and follow the instructions (→15-9) to hold the green lever and flip the transfer guide up. Then, try removing the jammed paper from this area. After removing the paper, gently guide the transfer guide back to its original position.

2. Output trays area

1. Open the face-up tray.



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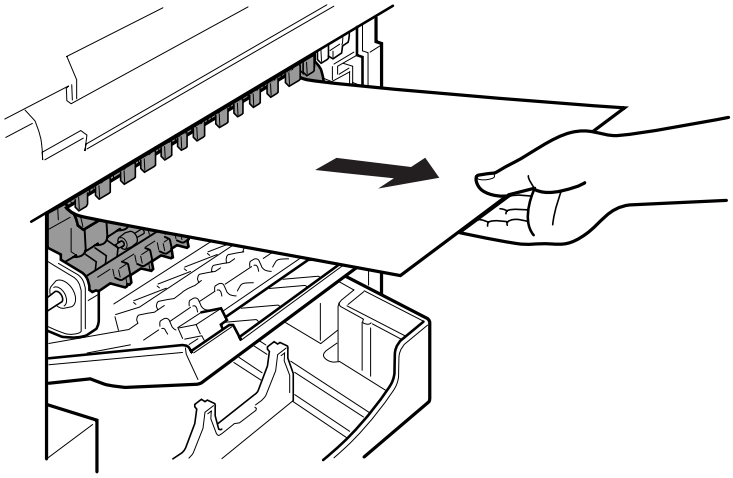
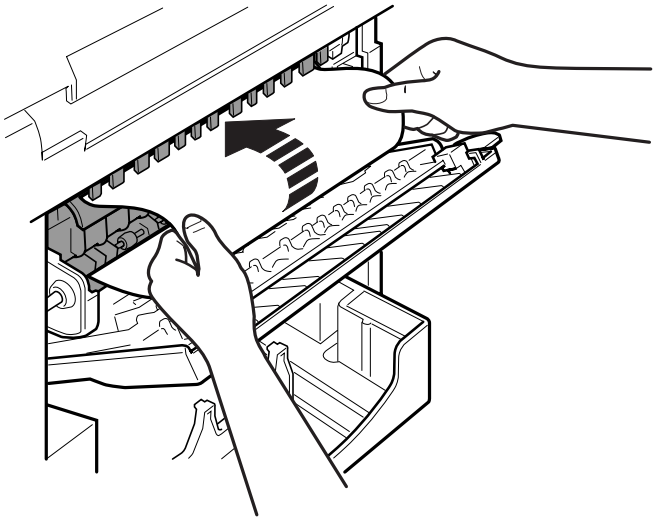
If you can see the edge of the paper
Gently remove the jammed paper.



If you cannot see the edge of the paper

2. Use both hands to pull the paper up.



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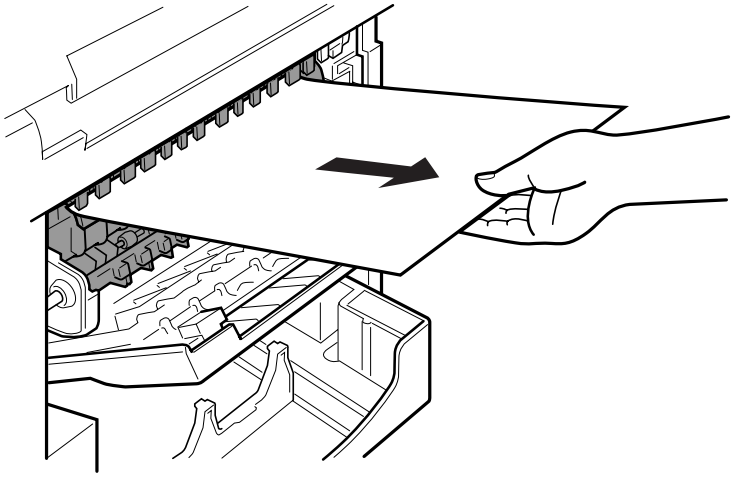
3. After the paper's edge has rolled out, pull the paper forward carefully.

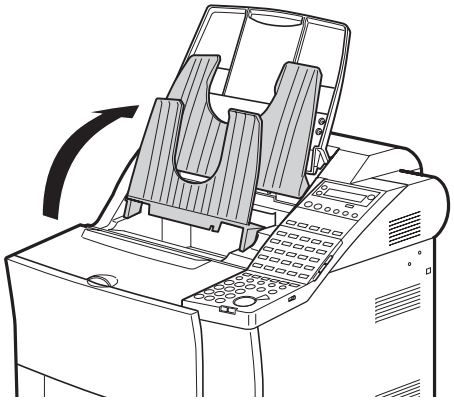


Note

If the jammed paper cannot be easily removed, do not force it. This can happen when the trailing edge of the paper is still within the paper feed area. The pressure from the pressure roller must be released before removing the paper. To do this, open the printer cover and follow the instructions (→15-9) to hold the green lever and flip the transfer guide up. Then, try removing the jammed paper from this area. After removing the paper, gently guide the transfer guide back to its original position.

3. Imaging area

1. Lift the document feeder tray, the document output tray and the upper output tray.



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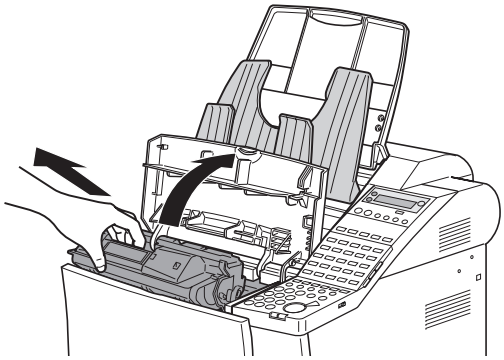
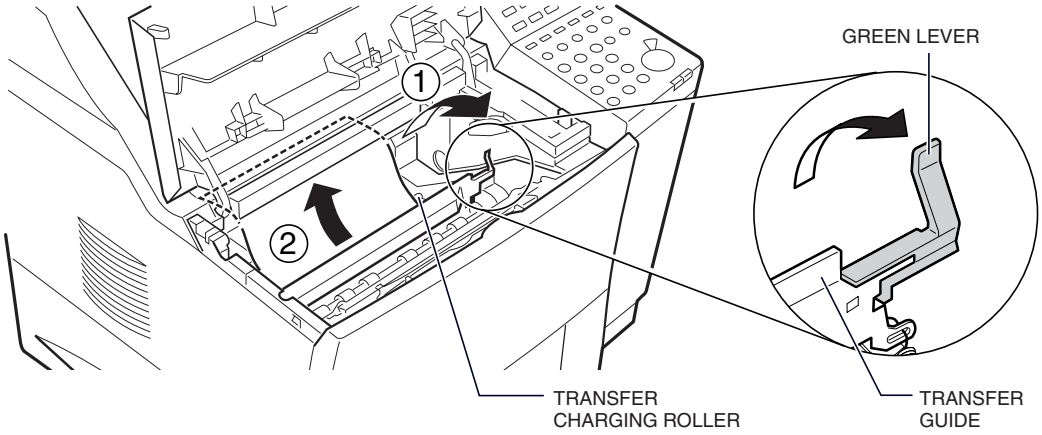
2. Open the printer cover and remove the toner cartridge. Store the cartridge in its original protective bag to avoid exposure to light.



3. While holding the green lever, flip the transfer guide up. Gently ease the edge of the paper away from the guide. After the paper rear-most edge has come out, slowly pull the paper forward and out of the fax unit.



Note

- The spring for the transfer guide is strong. Always guide the transfer guide slowly back to its original position by holding the green lever. Never let it jump back by releasing the lever.
- When removing the jammed paper, be careful not to touch the transfer charging roller. If the roller becomes dirty, the print quality will deteriorate.

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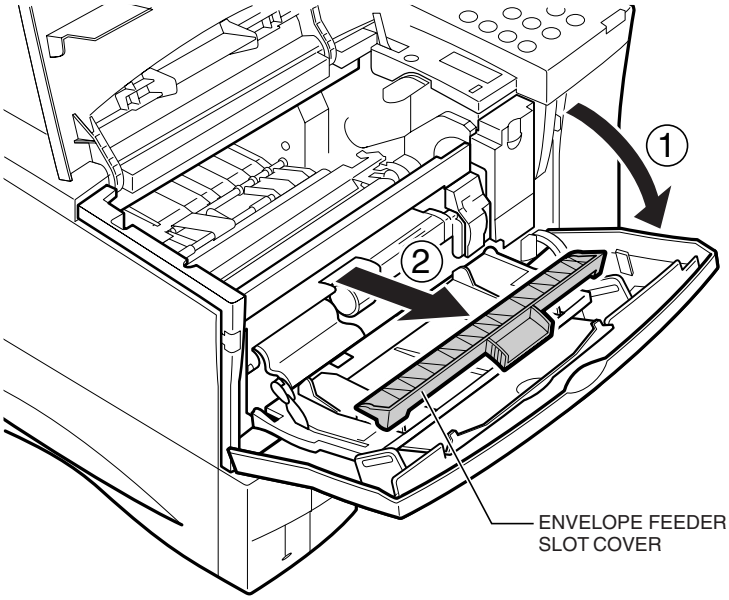
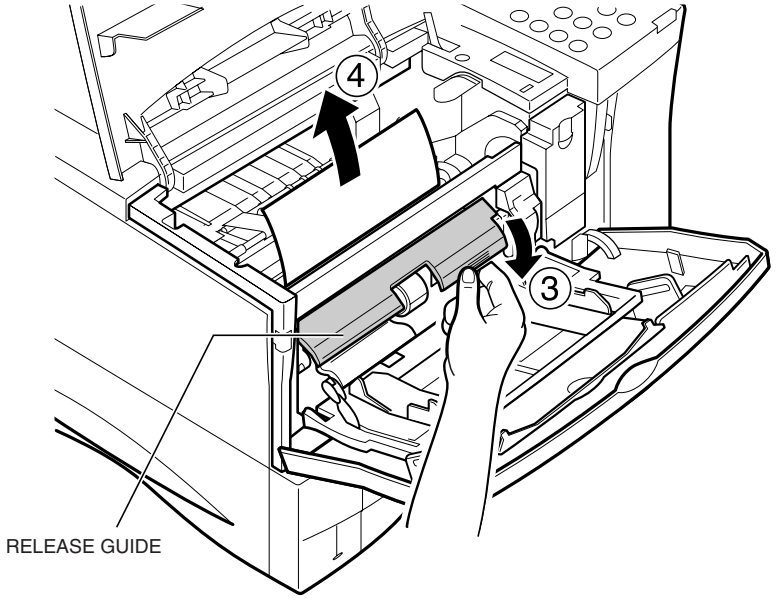
4. If you cannot reach the paper, open the MP tray and remove the envelope feeder slot cover if attached.



5. Pull out the jammed paper holding its leading edge while opening the release guide as far as it will go.



Note

Replace the envelope feeder slot cover onto the MP tray after removing the jam.

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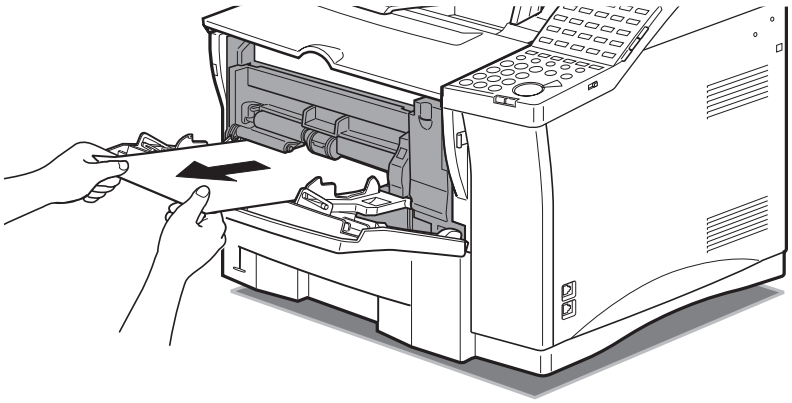
4. MP tray area

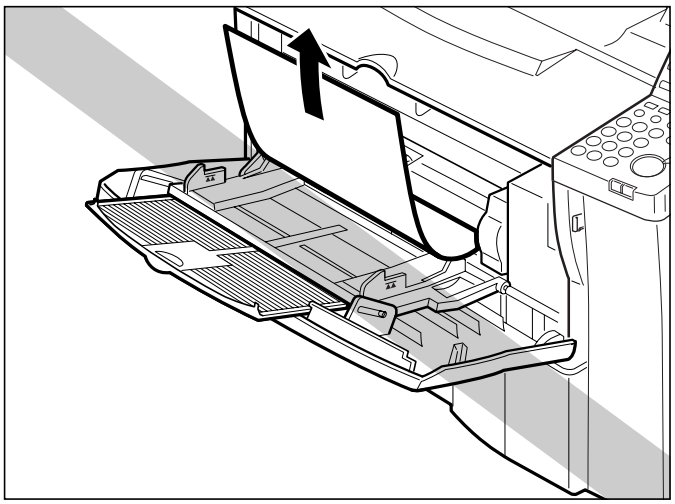
1. If a paper jam occurs in the MP tray area follow the procedure for removing the paper jam in the imaging area on pages 15-8 to 15-10.

2. If you cannot easily reach the paper to clear the jam, slowly pull the jammed paper out from the front.



Note

Do not pull the jammed paper upwards when removing it from the fax unit. This could damage the paper sensor.



Note

If the paper does not come out easily, do not force it. Follow the instructions from step 2 of the Paper Cassette 1 area description to remove the jammed paper. (→15-12)

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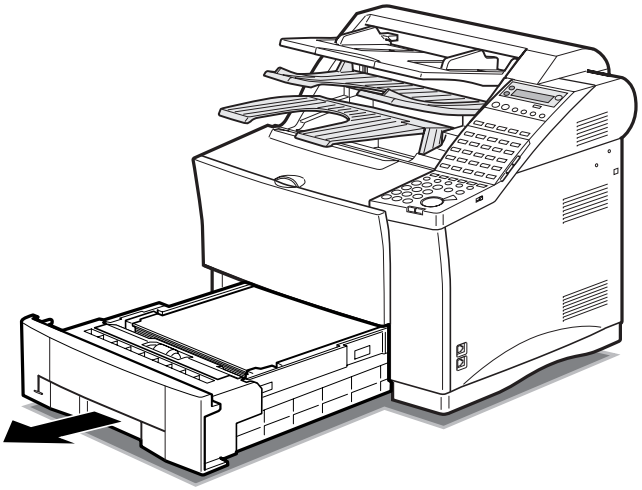
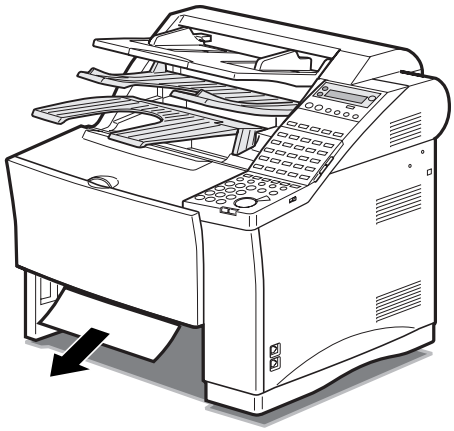
5. Paper Cassette 1 area

1. Remove Paper Cassette 1. If Paper Cassette 2 is installed, be sure to remove it first.



If you can see the edge of the paper
Locate the jammed paper inside the fax unit and gently pull it out.



Note

If the paper does not come out easily or you cannot grasp the edge of the paper easily, do not force it. Go to step 2. Always release the transfer guide inside the fax unit before removing the paper. (→15-9) After removing the paper, gently guide the transfer guide back to its original position.

If you cannot see the edge of the paper

2. Open the printer cover and remove the toner cartridge. (→15-9) Store the cartridge in its original protective bag to avoid exposure to light.

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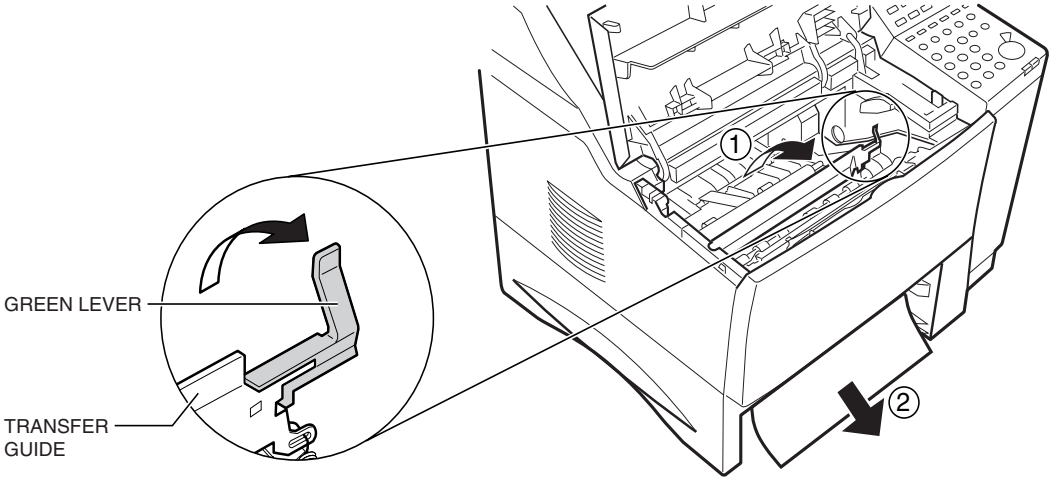
3. Hold the green lever and flip the transfer guide up, then slowly pull the paper out from below.



Note

- The spring for the transfer guide is strong. Always guide the transfer guide slowly back to its original position by holding the green lever. Never let it jump back by releasing the lever.
- When removing the jammed paper, be careful not to touch the transfer charging roller. If the roller becomes dirty, the print quality will deteriorate.
- After removing the jammed paper, make sure you insert the cassette all the way into the fax unit until it locks into place.

6. Paper Cassette 2 area

Before removing Paper Cassette 2, check inside the printer cover. If you see the edge of the paper, follow the procedure of removing the jammed paper in the imaging area. (→15-8 to 15-10) If you do not see the edge, follow the procedure below:

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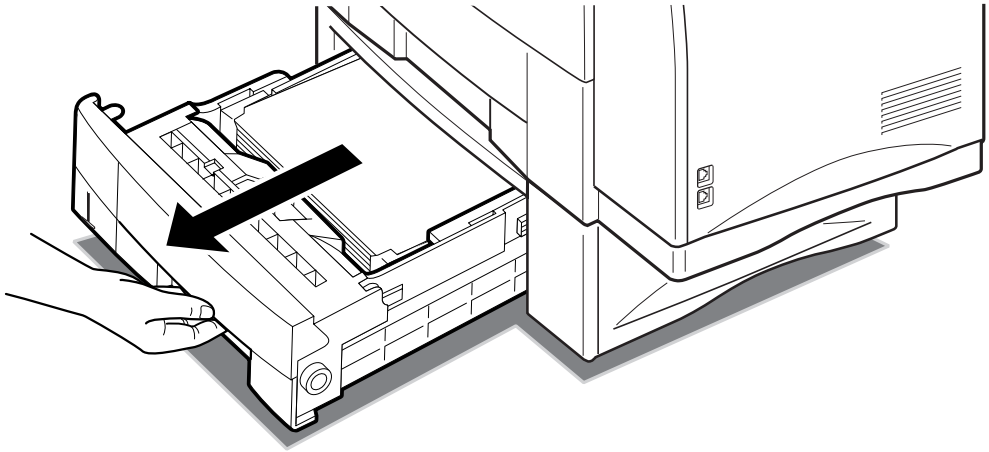
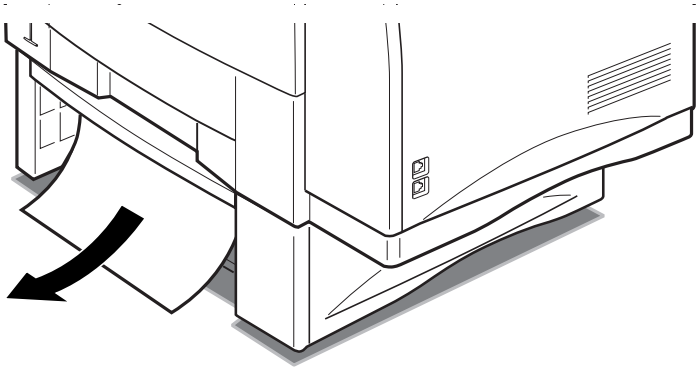
1. Remove Paper Cassette 2.



2. Locate the jammed paper inside Paper Cassette 2 and gently pull it out.



Note

- If the jammed paper is still within the paper feed area inside the fax unit, do not force it. Always release the transfer guide inside the fax unit before removing the paper. (→15-9)
- When removing the jammed paper, be careful not to touch the transfer charging roller. If the roller becomes dirty, the print quality will deteriorate.
- After removing the jammed paper, make sure you insert the cassette all the way into the fax unit until it locks into place.

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Storing Recording Paper

Use only the recommended paper or paper of similar quality, and store it carefully. When installing the recording paper, refer to page 2-31.

Recommended Paper

We recommend using Canon paper with this fax machine.

Quality	Use plain bond, typewriter quality without curls, folds, or rough edges.
Weight	17-24 lb. (64-90 g/m^2)
Storage	64°F to 75°F (18°C to 24°C) 40%-60% relative humidity

- ❏ Before buying large quantities of other paper, test it with the fax to make sure it is reliable.
- ❏ Use only plain white paper. Do not use perforated or colored paper.
- ❏ Paper that is either too smooth or rough may reduce print quality or cause printer jams.

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Storing the Paper Supply

Improper paper storage can affect the quality of the printing. Follow these guidelines when you store paper.

- ❏ Store unused paper in its wrapping to protect the paper against humidity.
- ❏ Do not store paper on the floor where humidity is higher.
- ❏ If the humidity of the surrounding area is higher than normal, store the paper in a specially designed storage box.
- ❏ To prevent excessive paper curl, do not stack paper too high.
- ❏ Do not expose the stored paper supply to direct sunlight.
- ❏ If paper is moved to a location of very different temperature, store the paper in the new location for at least one day before you use it.

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Changing the Toner Cartridge

Change Cartridge

When the toner runs low in the toner cartridge, the Change Cartridge indicator on the operation panel will light and you will see this message:

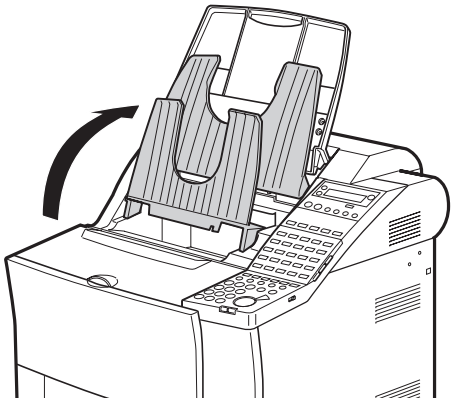
REPLACE CARTRIDGE

Note

The fax may be set to continue printing or to store the remainder of a document being received into the memory. (→16-18)
You may be able to extend the service life of the toner cartridge by removing it and rotating it 5 or 6 times to re-distribute the toner inside the cartridge. After you re-set the cartridge in the fax unit, if the messages goes off, you can continue printing but make sure you have a new cartridge on hand to replace the old one when it finally runs out of toner. If the message does not go off, then you will have to follow the procedure below to replace the old cartridge.

Follow this procedure to replace the toner cartridge.

1. Lift the document feeder tray, the document output tray and the upper output tray.



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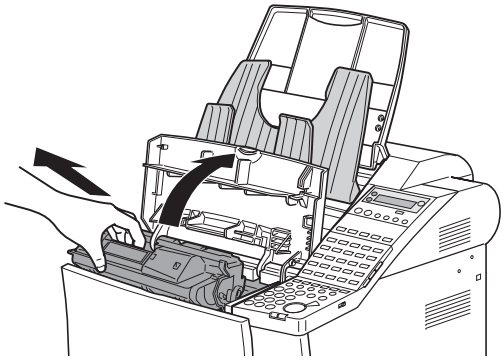
2. Open the printer cover to remove the old cartridge and discard it. Do not attempt to disassemble the cartridge or refill the cartridge.



Caution

DO NOT INCINERATE THE CARTRIDGE. SCATTERED TONER POWDER IS HIGHLY FLAMMABLE.

To dispose of the cartridge:
To protect the environment, Canon has started a special program to help you dispose of your empty toner cartridges.

After you install a toner cartridge, keep the original packing material. Inside the box is a shipping label. Fill out this label and call UPS for pickup. UPS will pick up the empty toner cartridge at Canon's expense and return it to a recycling center.

For details about this program, contact your authorized Canon dealer.

3. Remove a new toner cartridge from its protective bag.

Note

Save the protective bag. You may need it to transport the cartridge later.

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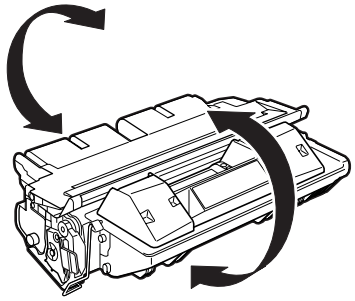
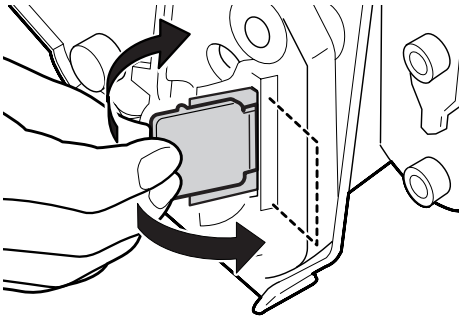
4. Rock the new cartridge five or six times to distribute the toner evenly inside the cartridge.



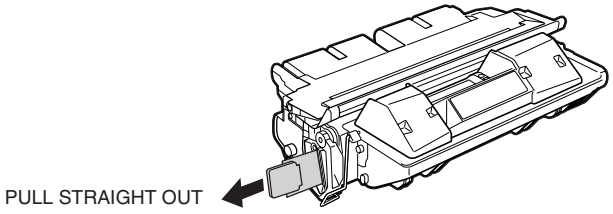
5. Place the cartridge on a flat, clean surface.

6. Snap the tab to detach it from the cartridge.



7. As you steady the cartridge with one hand, remove the seal by gently pulling the plastic tab with your other hand.

   Use a firm, even pull to avoid breaking the seal.



Note

- Do not pull the tab upwards or downwards; the tape may break.
- If the tab breaks off from the tape, pull the tape out by pulling on the end of the tape where the tab was originally attached.
- Wash off any toner from your hands or clothing immediately with cold water.

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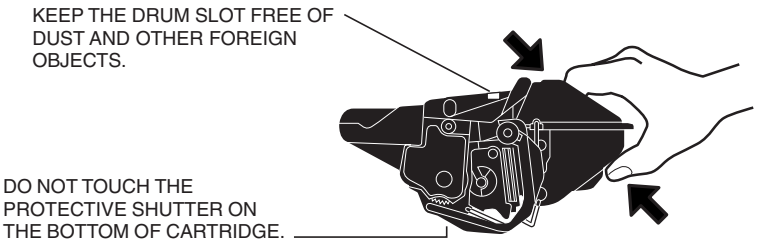
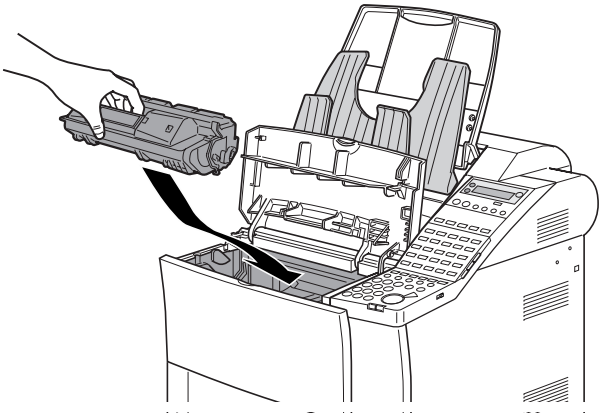
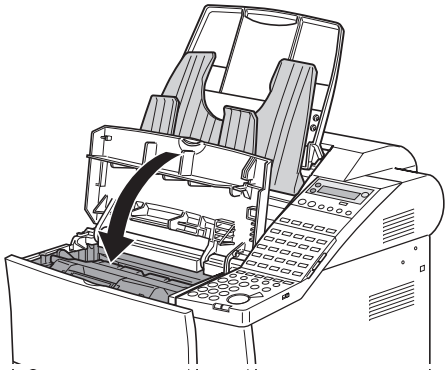
8. To avoid pinching your fingers between the toner cartridge and the fax unit, grip the cartridge as shown below.



9. Load the cartridge in the direction indicated by the arrow. Gently slide the cartridge into the printer until it is completely down inside the fax unit and level.



10. Carefully close the printer cover.



- ❏ If the printer cover does not shut completely, do not force it down. Remove the toner cartridge and insert it again.
- ❏ To avoid exposing the light sensitive drum, never leave the printer cover open.

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❑ The fax unit will not operate if the cover is not closed completely. If the printer cover is open you will see a message:

CHECK PRINTER COVER

Open the printer cover again and make sure the toner cartridge is sitting level and close the printer cover again.

11. Lower the upper output tray, the document output tray, and the document feeder tray.

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Storing Toner Cartridges

Follow these simple guidelines when you handle and store toner cartridges.

Handling Cartridges

- ❏ Do not remove the toner cartridge from its protective bag until you are ready to install it.
- ❏ Save the protective bag. You may need it later to re-pack the cartridge temporarily to protect it from exposure to light.
- ❏ Never expose a toner cartridge to direct sunlight, and do not leave it exposed to normal room light (about 1,000 lux) for longer than 5 minutes.
- ❏ There are strong magnets inside a toner cartridge. To avoid possible destruction of valuable data on disks or other media, keep the toner cartridge away from computer screens, hard disks, floppy disks, or any other kind of material sensitive to magnetic fields.
- ❏ Never touch or try to open the protective shutter that protects the light-sensitive drum inside the toner cartridge. If the drum is exposed to light, this can cause printing quality deterioration.
- ❏ Handle the toner cartridge with care. Do not subject it to shock or vibrations.
- ❏ Always set toner cartridges down with the arrow on the cartridge facing up.

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Storing Cartridges

- ❏ Store a toner cartridge in the original box and protective bag until you are ready to install it.
- ❏ Store toner cartridges at a constant temperature within a range of 32°F to 95°F (0°C to 35°C). Do not store cartridges in locations subject to extreme fluctuation of temperature and humidity.
- ❏ To prevent caking in the toner, never stand the cartridge on its end and do not store it upside down. If the toner becomes caked as a result of being stored in an odd position for too long, it may be impossible to dissolve it completely even by shaking the cartridge.
- ❏ Do not store the cartridge in salty or corrosive air.
- ❏ Never attempt to disassemble a toner cartridge or attempt to refill it.
- ❏ Make sure that you use a stored toner cartridge before the expiration date printed on the toner cartridge box.

Disposing of Used Toner Cartridges

NEVER INCINERATE USED CARTRIDGES. SCATTERED TONER POWDER IS EXTREMELY FLAMMABLE.

To protect the environment, Canon has started a special program to help you dispose of your empty toner cartridges. After you install a toner cartridge, keep the original packing material and the shipping label. After a cartridge has been used up, fill out this label and call UPS for pickup. UPS will pick up the empty toner cartridge at Canon's expense and return it to a recycling center. For details about this program, contact an authorized Canon dealer in your area.

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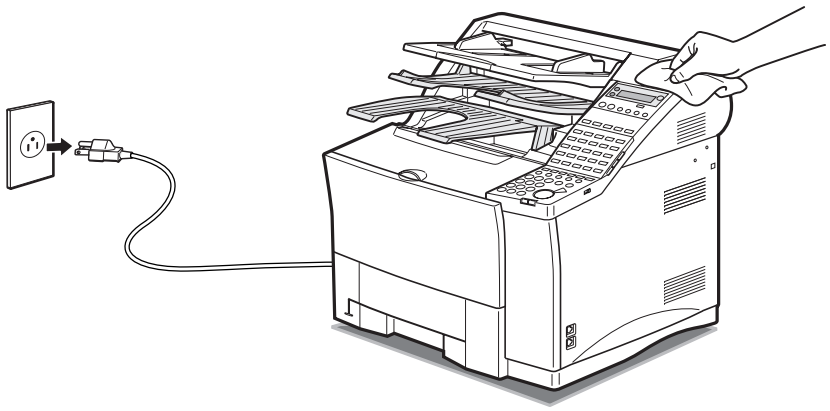
Periodic Cleaning

Follow these simple procedures to keep the fax clean and operating smoothly. Before you clean the fax, print all documents received in the memory.

Cleaning the Fax Unit

1. Before you clean the fax, disconnect the power cord of the fax unit from the power source.

2. Moisten a soft cloth with water and a small amount of diluted mild detergent.



Note

To prevent damage to the surface of the fax unit, never use thinner, benzene, alcohol, acetone, or any other organic solvent to clean the fax.

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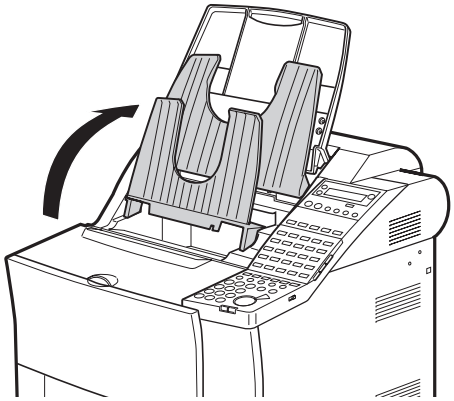
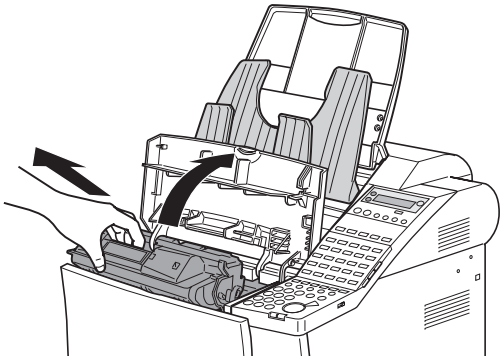
Cleaning the Transfer Guide Area

1. Disconnect the power cord of the fax unit from the power source.

2. Lift the document feeder tray, the document output tray and the upper output tray.



3. Open the printer cover and remove the toner cartridge.
Store the cartridge in its original protective bag to avoid exposure to light.



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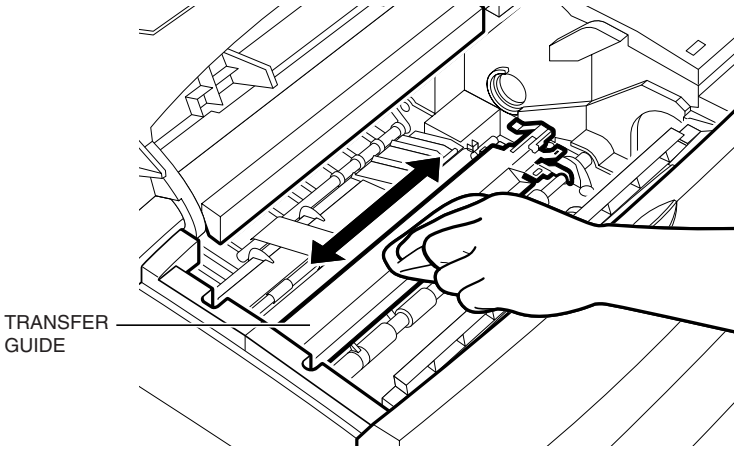
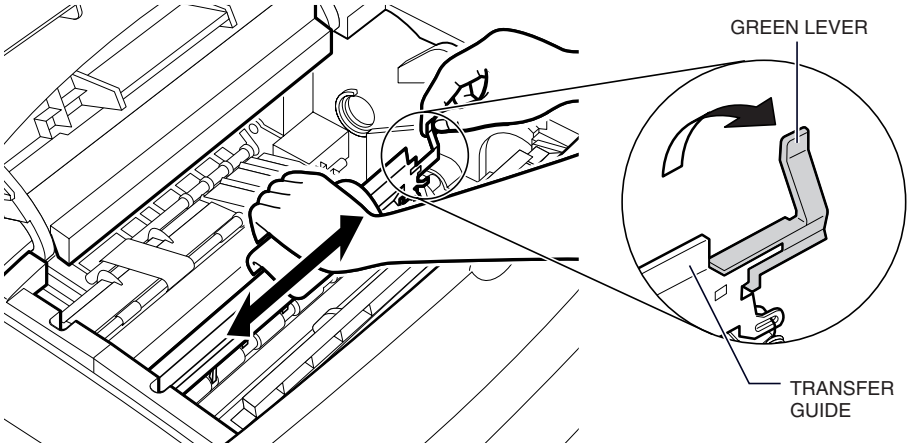
4. Using a soft clean cloth, wipe any paper dust off the black plate of the transfer guide.



5. While holding the green lever, flip the transfer guide up. Wipe the edge of the transfer guide with a soft, clean cloth, to remove toner and paper dust from both sides of the transfer guide.



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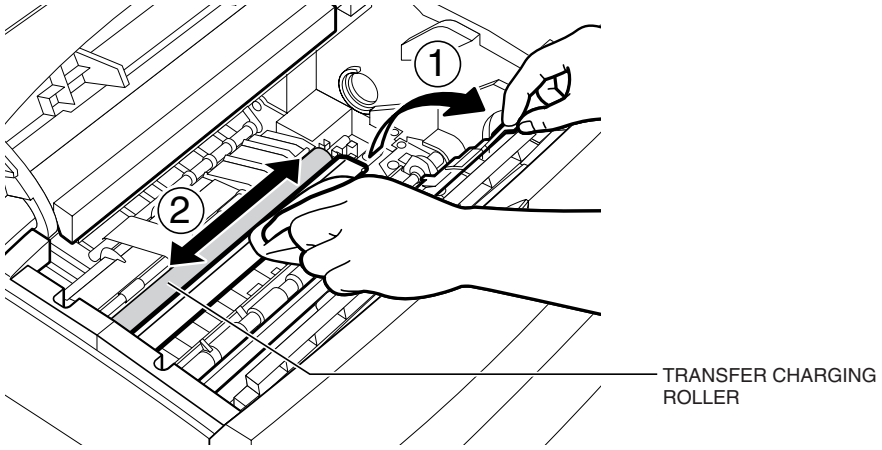
6. Pull the transfer guide back to its full extent, then wipe the silver metal strip with cloth. Then gently guide the transfer guide back to its original position.



Note

- The spring for the transfer guide is strong. Always guide the transfer guide slowly back to its original position by holding the green lever. Never let it jump back by releasing the lever.
- To avoid deterioration in print quality, never touch the transfer charging roller when you clean the metal strip.

7. Replace the toner cartridge in the fax unit.

8. Close the printer cover, lower the upper output tray, the document output tray and the document feeder tray, and connect the power cord of the fax unit to the power source.

Cleaning the Scanning Area

Periodically check the scanning glass, the white scanning strip, and rollers. If the underside of the ADF cover or the scanning glass is dirty, the documents you send will look dirty.

1. Disconnect the power cord of the fax unit from its power source.

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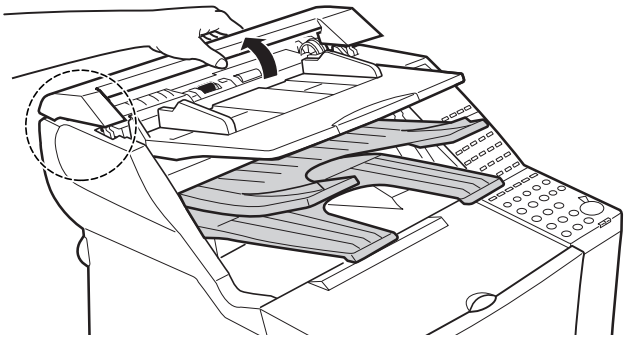
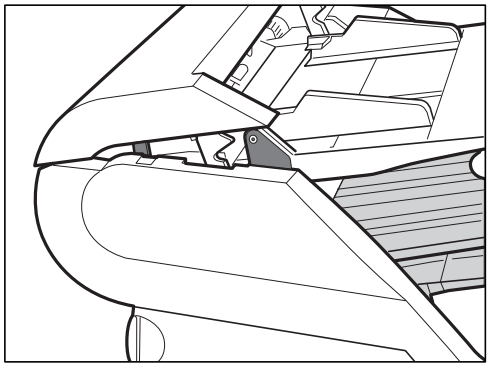
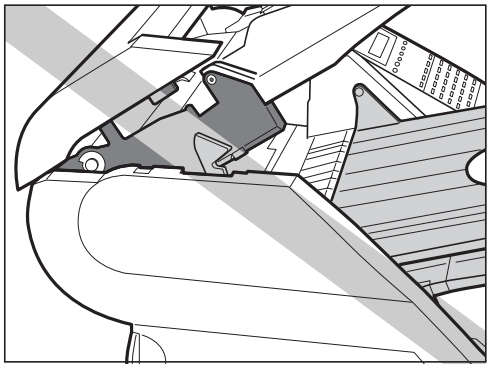
2. Gently open the upper unit of the ADF cover, as shown in the illustration below.







Caution

BE SURE NOT TO OPEN THE ADF COVER FULLY TO THE EXTENT THAT THE LOWER UNIT IS LIFTED AS SHOWN IN THE ILLUSTRATION ON THE RIGHT. THE LOWER UNIT MAY FALL HEAVILY WHEN YOU UNLOCK THE ADF COVER ON STEP 3.

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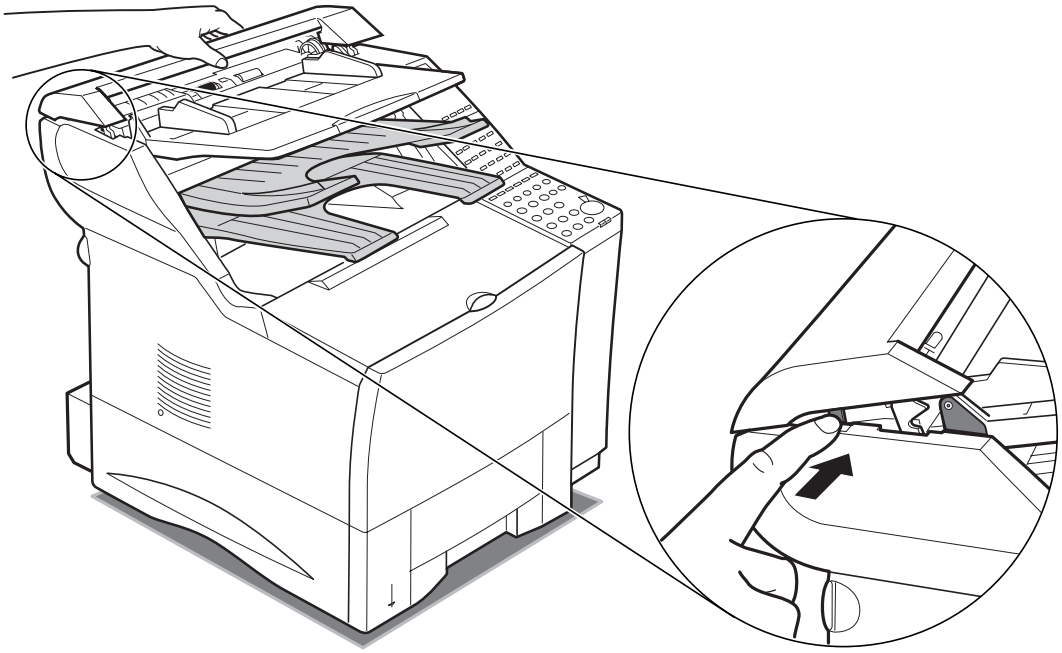
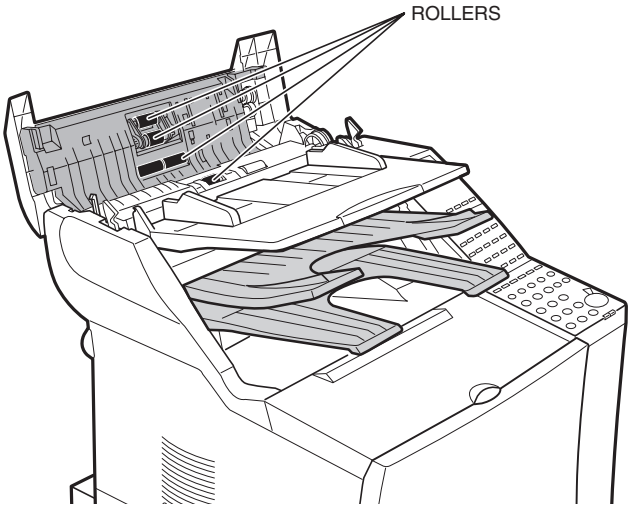
3. Release the upper unit of the ADF cover by pushing the hook inside with your finger or using a pencil.



4. Open the upper unit of the ADF cover fully and clean the rollers.



❑ Use a dry cloth to wipe clean the underside of the ADF cover.

❑ Use a dry cloth to wipe up paper dust around the rollers.

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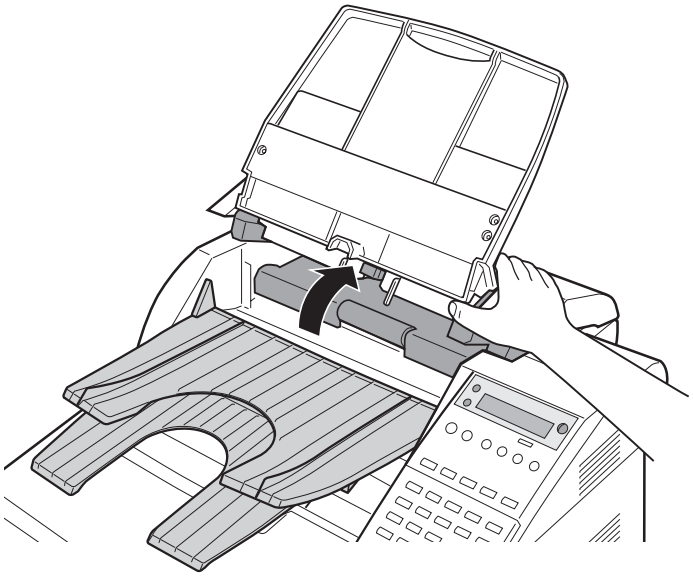
5. Gently close the upper unit of the ADF cover until you hear it lock.

Caution

MAKE SURE THAT THE UPPER UNIT OF THE ADF COVER IS LOCKED IN POSITION SECURELY BEFORE PROCEEDING TO STEP 6.

6. Lift the document feeder tray, and gently open the ADF cover until it stops, grasping the document feeder tray and the ADF cover at the same time.



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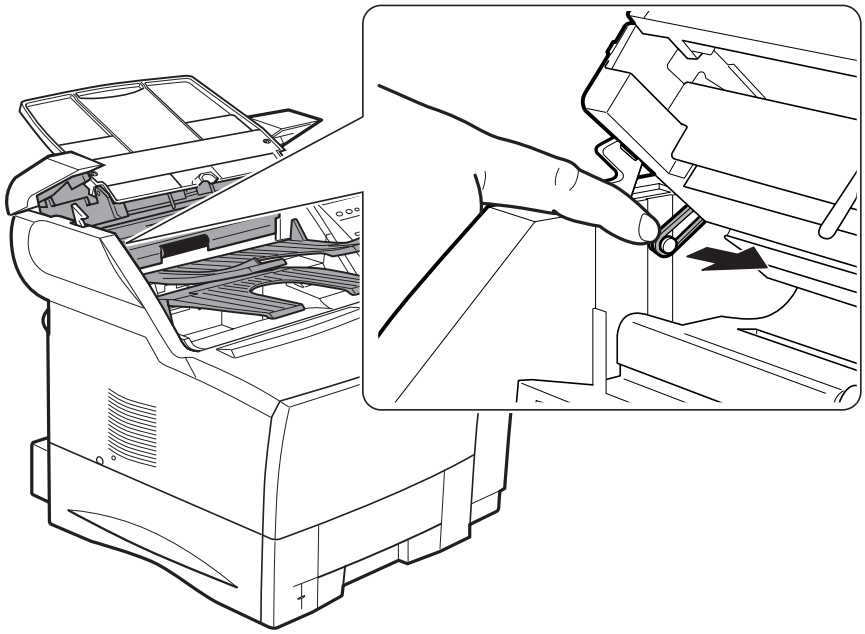
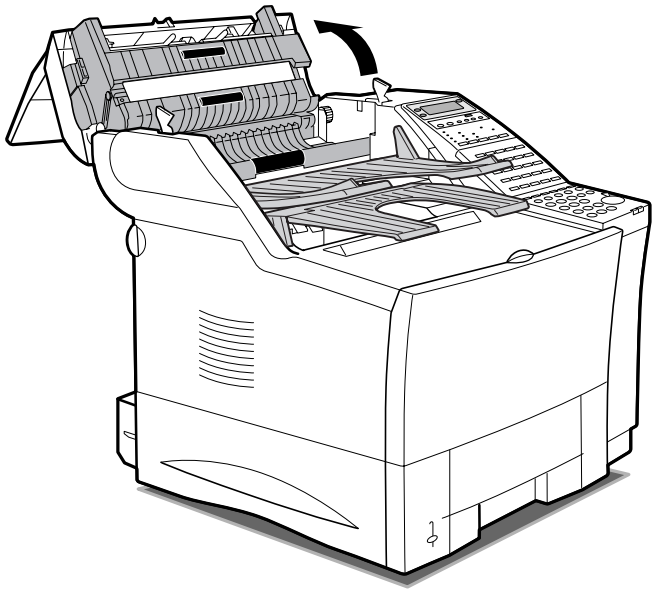
7. While holding the ADF cover open with one hand, use one finger of your other hand to gently push in the black plastic loop to separate it from the stub on the fax machine.



8. Gently lift the ADF cover up to the full open position.



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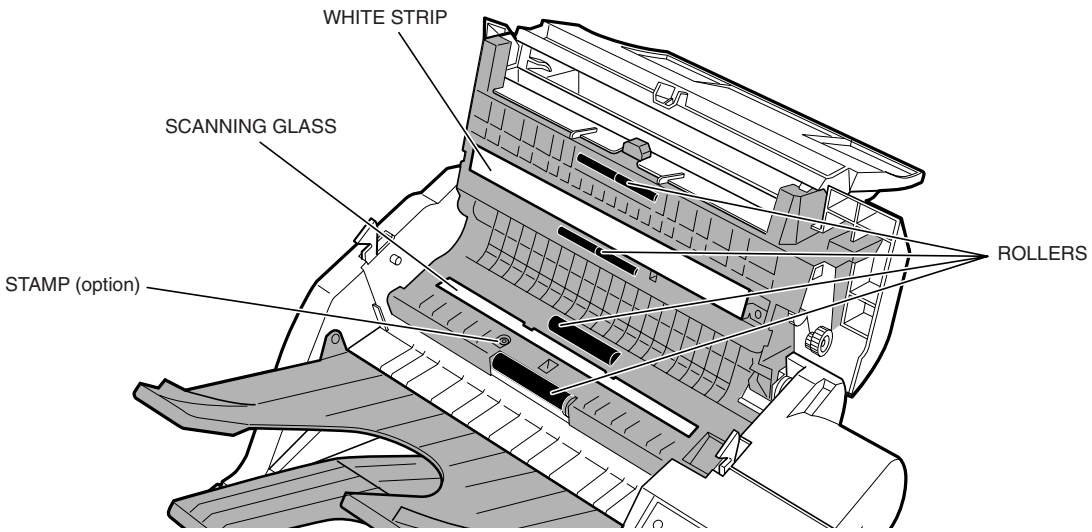
9. Use a soft, dry cloth to wipe clean the scanning glass, the white strip above, rollers and the area around the glass. Use a soft cloth that will not scratch the scanning glass.



- ❏ Use a dry cloth to wipe clean the underside of the ADF cover.
- ❏ Use a dry cloth to wipe up paper dust around the rollers.

Note

If you have installed the optional stamp kit, be careful not to touch the stamp ink compartment when cleaning the scanning area.

10. Lower the ADF cover until the plastic loop is even with the stub on the fax machine.

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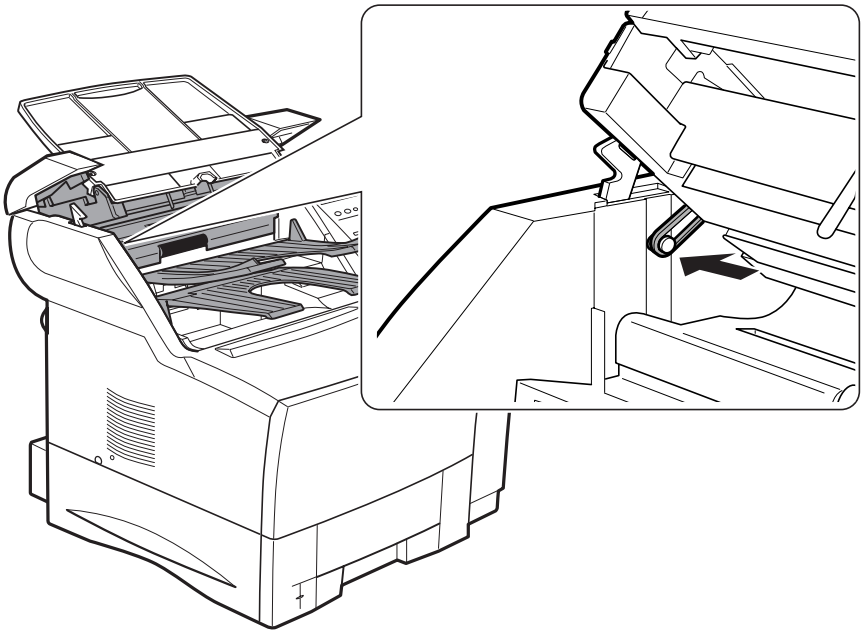
11. Place the end of the plastic loop over the end of the stub so it stays in place.



12. Close the ADF cover and press down on it slightly until you hear it lock in place, and lower the document feeder tray.

13. Connect the power cord of the fax unit at the power source.

Refilling the Stamp Ink Compartment (option)

Follow this procedure to refill the stamp ink compartment if you are using the optional stamp feature.

❏ Please contact your local authorized Canon dealer when you run out of ink.

1. Disconnect the power cord of the fax unit from its power source.

2. Follow steps 6 to 8 on pages 15-30 and 15-31 to open the ADF cover up to the full open position.

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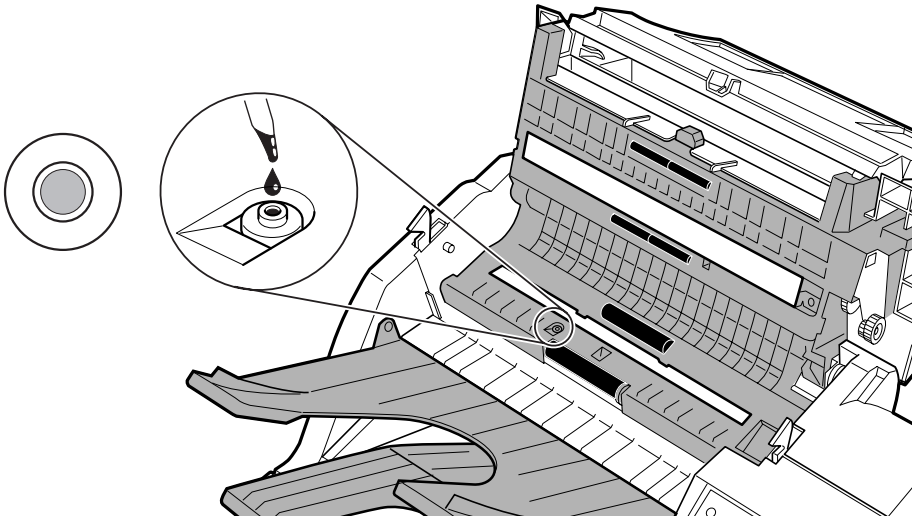
3. Locate the stamp pad then apply only one drop of ink to the stamp ink compartment.

   ❏ To avoid a malfunction, do not add too much ink.

   ❏ Use only Shachihata X Stamper Ink CS-20 Yellow.

   ❏ Do not use the stamp feature for at least one hour. If you have to send a document, turn off the stamp feature for the first hour. (→12-10)



Caution

TO AVOID INK SPILLAGE, APPLY ONLY ONE DROP OF INK TO THE STAMP PAD.

4. Follow steps 10 to 12 on pages 15-32 and 15-33 to close the ADF cover, lower the document feeder tray, and connect the power cord of the fax unit to the power source.

Note

- Make sure that you do not drip ink on any other part of the fax.
- Make sure that you put the plastic loop back in place when you close the ADF cover. (→15-33)

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Error Code Table (listed by number)

Errors in reports are recorded as numbers because there is not enough space to print a detailed description of the error in the report. When errors are recorded in your reports, note the number and check it against the table below to learn more about what caused the error.

CODE	PROBLEM	SOLUTION
#0001	A document may be jammed in the automatic document feeder (ADF) .	Remove the jammed document and try again. (→15-2)
#0003	The document is longer than 39.4 inches (1 meter).	Make a reduced copy of the document with a copy machine and then send the copy, or cut the document and paste it up on smaller sheets of paper. (→B-2)
#0005	The other party's fax did not respond within 35 seconds.	Send the document again. Contact the other party and have them check their fax. You can try to send the document manually. For an overseas call, add pauses to the registered number.
	The other party is not using a G3 fax.	Check with the other party and have them send or receive the document using a G3 machine.
#0008	You cannot do polling sending.	Make sure the subaddress/passwords match the settings on the other party's fax unit. If the other party's fax is Canon fax and can set a polling ID, request that they set the polling ID to 255 decimal or 1111 1111 binary.
#0009	The paper cassette on your fax is out of paper.	Re-fill the paper cassette and make sure the stack is below the tabs. (→2-31)
	If the paper cassette still has paper in it, then the paper cassette may not be installed correctly.	Check all paper cassettes and make sure they are installed correctly.
	Recording paper jammed.	Remove the jammed paper. (→15-4)
#0011	If you are polling a fax to receive a document, the other party has not set the document correctly on the fax.	Contact the other party and request that the document be set correctly for polling on the other fax.
#0012	The other fax has run out of paper and its memory is full.	Contact the other party and tell them to re-fill their paper cassette.
#0018	The other fax does not answer, even after several redialing attempts, or the other fax was busy and unable to respond within 35 seconds.	Wait a few minutes and try again. If you still cannot send the document, contact the other party and confirm that the other fax has been turned on. If the other fax is busy, try sending your document at a later time. When you send ducuments long distance, press **Pause** after dialing. (→6-10)

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CODE	PROBLEM	SOLUTION
#0021	You cannot be polling receiving.	Make sure the subaddress/passwords match the settings on the other party's fax unit. If the other party's fax is a Canon fax and can set a polling ID, request that they set the polling ID to 255 decimal or 1111 1111 binary.
#0022	The settings for the One-touch or Coded Speed dialing buttons you are using to dial the other party have been deleted.	Correct the One-touch or Coded Speed dial registration settings. (→4-6, 4-15)
#0025	During registration of the number for One-touch or Coded Speed Dialing, you registered the number for confidential or relay sending but you omitted the subaddress.	Open the optional settings for One-touch or Coded Speed Dialing and make sure that you have entered a subaddress and password (if required) for the telephone number. (→4-8, 4-18)
	After setting up relay sending or confidential sending, the settings for One-touch or Coded Speed dialing may have been changed.	Open the settings for One-touch or Coded Speed Dialing and make sure the settings have not been changed. (→4-6, 4-15)
#0033	You have attempted to send a confidential document to a fax unit that does not support the use of ITU-T subaddresses.	Send the document without confidential settings, or send the document to a fax that supports the use of ITU-T subaddresses.
#0034	You sent a confidential document to another fax unit but it was rejected.	Contact the other party and confirm the settings on the other party's confidential mailbox.
#0035	You have attempted to relay a document to a fax unit that does not support the use of ITU-T subaddresses.	Send the document by regular transmission.
#0036	You have attempted to relay a document to a fax unit but it was rejected.	Contact the other party and confirm that their relay settings match the relay settings on your fax unit.
#0037	The memory in your fax is full and cannot store a document for sending or receiving.	Before you try to clear the memory, you may want to print a memory list for reference. (→8-5) If there are documents in the memory that you do not need, erase those documents from the memory. (→8-9)
#0059	The number you had dialed did not match with the registered number on the other party's fax. The number is not registered on the other party's fax or the number registered on the other party's fax is not correct.	Call the other party and ask the other party to register the number or to correct the number. Or, set PHONE NO. CHECK of the system setting to OFF on your fax. (→16-31)

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CODE	PROBLEM	SOLUTION
#0080	The other party's fax does not support receiving a document with a subaddress.	Call the other party and confirm whether or not their fax supports subaddress receiving. Try sending again without a subaddress.
#0081	The other party's fax does not support receiving a document with an ITU-T password.	Call the other party and confirm whether or not their fax supports ITU-T password receiving. Try sending again without a password.
#0082	The other party's fax does not support accepting a polling request with a subaddress.	Call the other party and confirm whether or not their fax can accept a polling request with a subaddress. Try sending again without a subaddress.
#0083	You cannot poll the other party to receive a document because a subaddress and/or password does not match.	Call the other party and confirm that the subaddress and/or password that you are using are correct.
#0084	The other party cannot receive a document with an ITU-T password.	Call the other party and confirm whether or not the other party's fax supports receiving a polling request with an ITU-T password. Ask the other party to try again without an ITU-T password.
#0102	You cannot receive documents because a subaddress and/or password does not match.	Call the other party and confirm whether or not you are using the correct subaddress and/or password.
#0995	Documents in the memory to be sent have been cleared.	The current transmission has been cleared. You may start again, start a new operation, or leave the fax in standby.

CODE	SOLUTION
##0322 - ##0330	Contact your local authorized Canon dealer where you purchased your Canon product.

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List of LCD Display Messages (Alphabetic List)

Here is a list of messages that are displayed on the screen when a problem occurs in the fax or the printer.

MESSAGE	WHAT IT MEANS
#ALREADY IN USE	The box number you entered is already in use. For example, you cannot use the same box number for a confidential mailbox and a polling box. Try again with another box number.
AUTO REDIAL	The other party's line was busy on the previous dialing attempt and your fax unit is dialing the number again. To cancel redialing, press **Stop** when direct dialing or press **Delete File**, select transaction number then press **Set** when memory sending.
BUSY/NO SIGNAL	The other party did not answer, even after redialing. Wait for a few minutes and try again. When you send documents long distance, press **Pause** after dialing. If you still cannot send the document, the other party may have turned off their fax unit.
CHECK DOCUMENT	A document page may be jammed or may not be fed correctly in the automatic document feeder (ADF). Remove the document and try again. (→15-2) If the document does not feed correctly, clean the rollers. (→15-29)
CHECK PAPER SIZE (For the LASER CLASS® 3170/3175 with the PCL6 Printer Board installed)	Paper-size-matching error of the MP tray. You have set different paper sizes in the fax menus and in the printer menus, or you have not turned off USE MP TRAY while you are using the MP tray for the printer function and loading paper of sizes other than letter, legal or A4. Set the correct paper size in both of the fax and printer menus, or turn off USE MP TRAY in the fax menus.
CHECK POLLING ID	Your attempt at polling receiving failed. The polling ID may be incorrect or your subaddress/password does not match the subaddress/password set on the polling box of the other party's fax unit. Contact the other party and make sure you are using the correct polling ID or subaddress/password. (→11-3)
CHECK PRINTER	Printer malfunction. Press **Stop**. Unplug the fax unit from its power source, wait a few minutes, then plug in power cord again. If the fax is connected to an uninterruptable power supply (UPS), unplug the power cord, and then plug it to an AC outlet. If message remains in the LCD display and the fax unit cannot return to standby, call for service.
CHECK PRINTER COVER	Check the printer cover and make sure that it is completely closed. Make sure a toner cartridge is installed under the printer cover.
CHECK SUBADDR/PASSWD	You attempted sending or polling receiving with an incorrect subaddress/password. Contact the other party and confirm that you are using the correct subaddress/password.
COMMUNICATING PLEASE WAIT	You tried to use direct sending while the fax was sending another document. Wait until the transmission is finished, then try again.

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MESSAGE	WHAT IT MEANS
DOCUMENT TOO LONG	The document is longer than 39.4 inches (1 meter). Cut the document into smaller sheets. Reduce them on a copy machine if necessary. Then paste them on standard letter or A4-size sheets for scanning.
ENTER DAC	You have to enter department access code to send document.
HANG UP PHONE	The transaction has completed but the handset is not sitting completely on its cradle. Make sure the handset is sitting completely on its cradle.
MEMORY FULL	The memory is full. If the document has been received in the memory, print the document. (→8-6)
	If documents have been received in confidential mailboxes, print them. (→10-8)
	If documents have been received in memory boxes, print them. (→8-25)
	Check the content of the memory and if there are documents in the memory that you do not need, delete them from the memory. (→8-9)
	If you tried to send a document with "Ultra Fine," "Super Fine," or "Text/Photo," try sending by direct sending, or set to "Fine" or "Text" and send by memory sending.
MEMORY FULL PLEASE WAIT	The memory is full. Wait until the current document transmission has completed.
NO ANSWER	The other party did not answer. Start the procedure again from the beginning and try again. If the connection fails again, make sure the other party is using a G3-compatible fax machine.
NO CONFID. TX	The other party's fax unit may not support the use of confidential mailboxes. Contact the other party and confirm whether or not they can set up confidential mailboxes.
	You may be using the wrong ITU-T subaddress/password. Contact the other party and make sure you are using the correct subaddress/password.
	The memory of the other party's fax unit may be full. Contact the other party and request that they clear the memory on their fax unit.
NO DOC. STORED	You have tried to check the contents of the memory but no documents are currently stored in the memory.
NO ORIGINAL RELAY TX	The other party's fax unit may not be able to function as a relay station, or it may not be set up correctly to receive and relay documents. Contact the other party and make sure it can function as a relay station.
	If the fax unit can be set up as relay station, confirm that it is set up correctly for relay transmissions. Make sure you have both registered the same ITU-T subaddress/password.
	If the memory of the other party's fax unit is full, it will not be able to receive and relay documents. Ask them to clear part or all of the memory on their fax unit.

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MESSAGE	WHAT IT MEANS
NO RX PAPER	The other party's fax unit has run out of paper and cannot receive your document. Contact the other party and ask them to re-supply recording paper to their fax unit.
NO TEL#	You have pressed a One-touch Speed Dialing button, or pressed **Coded Dial** followed by a 3-digit code, but no telephone number is registered. If you have forgotten where the number is registered, use directory dial. (→4-35) You can also print a list of all numbers registered for speed dialing. (→14-2)
NOT AVAILABLE NOW	You pressed a One-touch Speed Dialing, or pressed **Coded Dial** followed by a 3-digit code, that is not registered for the feature you are trying to use.
NOT FOUND,TRY AGAIN	The box number you specified does not exist. Try again with a different number.
OUTPUT TRAY FULL	The output tray is full of paper. Pick up the printed pages on the tray.
PASSWORD POLL REJECT	You set up a polling box for polling sending with an ITU-T password, but the other party's fax unit does not support use of an ITU-T password for polling receiving.
PASSWORD TX REJECTED	You attempted to send a document with an ITU-T password, but the other party's fax unit does not support use of an ITU-T password for receiving.
PRT ALT. PAPER SIZE? YES=(∗) NO=(#)	The size of the available recording paper does not match the size of the document waiting to be printed. If you do not mind printing on a different paper size, press ∗. If you want to print the correct paper size, press **Stop** and install the correct size paper. Then press **Start/Scan**.
REC. PAPER JAM	Paper has jammed in the paper cassette or inside the printer. Clear the paper jam. (→15-4)
RECEIVED IN MAILBOX	A confidential document has arrived in a mailbox of your fax unit, and the message will remain displayed until you print the document. (→10-8)
RECEIVED IN MEMORY	The fax unit has run out of recording paper, the toner supply of the toner cartridge is exhausted, or the output tray is full of paper. Supply paper to the paper cassettes, change the toner cartridge, or pick up the printed pages on the tray. As soon as you accomplish this task, the document prints automatically. (→8-2)
RECEIVED IN MEM. BOX	You have received a document in a memory box. Print out the document in the memory box. (→8-25)
REPLACE CARTRIDGE	The toner cartridge has run out of toner. Replace the toner cartridge. (→15-17)

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MESSAGE	WHAT IT MEANS
SELECTIVE POLL REJECT	You have set up a polling box for polling sending with an ITU-T subaddress, but the other party's fax unit does not support use of an ITU-T subaddress for polling receiving.
START AGAIN	An error has occurred on the telephone line or in your fax unit. Start the procedure from the beginning. If the problem persists, call for service.
STOP KEY PRESSED	You have pressed the **Stop** button to cancel the current transaction. The fax unit should return to standby in a few moments.
SUBADDRESS TX REJECTD	You attempted to send a document with an ITU-T subaddress, but the other party's fax unit does not support receiving a document with an ITU-T subaddress.
SUPPLY REC. PAPER	Your fax unit has run out of paper. Re-fill the paper cassettes. (→2-31)
USER ACCESS CODE	You have to enter user access code to send, copy or print reports.
USER ACCESS LOCK	Sending or printing has been restricted. Set the TX SETTINGS or FAX'S PRINTER SET of the restrictive codes to OFF. (→13-14)

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Questions and Answers

Documents Are Not Being Sent Correctly.

❑ ***Cannot send after dialing?***

Is the document set in the automatic document feeder (ADF) correctly?

Remove the document and set it correctly. (→6-3,15-2)

Is the number dialing correctly?

Check the number registered for the speed dialing button and make sure it is correct. You may want to print a list of all registered speed dialing buttons. (→14-2) If you do not have time to check and correct the registration immediately, use regular dialing. (→6-7)

Is the transmission speed too fast for the telephone lines in your area?

The telephone lines in your area may be in poor condition. Select a lower transmission speed. (→4-13, 4-22, 16-30)

Is the other fax out of paper?

Call the other party and make sure their fax is supplied with paper.

Are the rollers dirty?

Clean the rollers. (→15-29)

❑ ***Does memory fill up immediately when you try to send?***

Are the document mode settings on?

The Fine, Super Fine, Ultra Fine or Text/Photo settings can use large amounts of memory when scanning certain types of documents. Use direct sending. (→6-15)

❑ ***Are documents streaked with lines after they print on the other fax?***

Is the scanning glass on your fax clean?

Copy a document on your fax and see if the copy is streaked or dirty. If the print is streaked, clean the scanning glass. (→15-32)

❑ ***Are your documents printing at a reduced size on the other fax?***

Are the document feed guides set properly when you scan documents for sending?

Make sure the document feed guides are snug against the side of the document you scan for sending. (→6-3)

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❑ ***Are the documents you send too light?***

Is the Lighter indicator on your operation panel on?

Press the **Contrast** button until Standard or Darker is selected. (→6-5)

Is your document too light?

Press the **Contrast** button until Darker is selected then try sending again. (→6-5)

Is the scanning glass on your fax clean?

Copy a document on your fax and see if the copy is streaked or dirty. If the copy is streaked or dirty, clean the scanning glass. (→15-32)

❑ ***Cannot perform relay sending?***

Does the relay unit support ITU-T subaddress/password transactions?

If the relay unit does not support ITU-T subaddress/password transactions, you cannot perform relay sending.

Has the relay unit set up a relay group correctly?

The relay group must be set up correctly on the relay unit and the relay unit must tell you the subaddress and password. If the relay unit has set an ITU-T password, then you must send the document with the correct password as well as the correct subaddress. (→9-10)

Does the ITU-T subaddress/password match those of the relay unit?

Make sure you set the correct subaddress/password. (→9-10)

Is the memory of the relay unit full?

Check with the relay unit and make sure there is enough memory to receive your document. Ask the relay unit to clear their memory then try again.

❑ ***Cannot perform confidential sending?***

Does the other fax support ITU-T subaddress/password transactions?

If the other fax does not support ITU-T subaddress/password transactions, you cannot perform confidential sending.

Has the other party set up a confidential mailbox?

The other party must set up a confidential mailbox on the other fax and tell you the subaddress and password. If the other party has set an ITU-T password, then you must send the document with the correct password as well as the correct subaddress. (→10-10)

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Does the ITU-T subaddress/password match those of the other party?

Make sure you set the correct subaddress/password. (→10-10)

Is the memory of the other fax full?

Check with the other party and make sure there is enough memory to receive your document. Ask the other party to clear their memory then try again.

❑ *Cannot relay a document from another fax?*

Does the other fax unit support subaddress/password transactions?

If the other party's fax does not support subaddress/password transactions, you cannot relay documents.

Make sure you have both registered the same ITU-T subaddress/password. (→9-4)

Is your fax set up to relay documents?

Make sure your fax is set up properly to relay documents. The relay feature must be turned on. (→9-7)

Does the other party's fax support ITU-T subaddresses and passwords?

Contact the other party and confirm that they called you with the correct subaddress/password.

Are the originator's subaddress/password correct?

The originator must send you the document with the correct ITU-T subaddress/password.

The ITU-T password setting is optional. However, if you set a password on your relay TX group then the originator must send a password. Otherwise, your fax will not receive the document for relay broadcasting. (→9-6)

Check the relay TX group and determine if it has been set to check the identity of the originator before it receives the document for a relay broadcast. (→9-6)

❑ *Other party cannot poll and receive your document?*

Does the other party's fax support ITU-T subaddress/password sending?

If the other party's fax does not support ITU-T subaddress/password, you have to make a polling box #00 for the other party and scan the document without subaddress/password. (→11-15) If the other party's fax is a Canon fax and can set a polling ID, ask them to set the polling ID for 255 decimal or 1111 1111 binary.

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Documents Are Not Being Received Correctly.

❑ ***Cannot receive documents automatically?***

Is the Manual RX indicator on your operation panel on?

If this indicator is on, press the button below Manual RX to turn it off. (→7-2)

❑ ***Cannot receive manually?***

Is there a document set in the automatic document feeder (ADF)?

You cannot receive with a document set in the automatic document feeder (ADF). Remove the document and try again. (→15-2)

Did you press Start/Scan before you hung up the handset?

When you hear a high pitched tone, press **Start/Scan** before you hang up the handset. Review the procedure for manual receiving with the optional handset kit installed on the fax. (→7-7)

❑ ***Are the documents you receive of poor quality?***

Is your toner cartridge running low on toner?

Remove your toner cartridge and rotate it 5 or 6 times to evenly distribute the remaining toner and try again. If this does not solve the problem, you should change the toner cartridge. (→15-17)

Is the other fax functioning properly?

The sending fax usually determines image quality. Try copying a document on your own fax. If the copy is clean then the other fax has a problem. Call the other party and ask them to clean the scanning glass on the other fax.

❑ ***Cannot receive a confidential document in your confidential mailbox?***

Does the other party's fax support subaddress/password transactions?

If the other party's fax does not support subaddress/password transactions, you cannot receive confidential documents.

Make sure the other party knows the correct subaddress/password for your confidential mailbox.

❑ ***Cannot poll another fax and receive its document?***

Are you polling without a subaddress/password?

If the other party's fax is a Canon fax and can set a polling ID, ask them to set the polling ID for 255 decimal or 1111 1111 binary.

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Are you polling with a subaddress or password?

Contact the other party and confirm that their fax supports receiving a polling request with a subaddress or password.

If the other party's fax supports subaddress/password polling, confirm that you are using the correct subaddress and password.

If the other party's fax does not support subaddress/password polling, call the other party without subaddress/password. (→11-3)

Documents Are Not Being Copied.

❑ ***Cannot copy?***

Is the toner cartridge out of toner?

Change the toner cartridge. (→15-17)

❑ ***Is the copied document reduced?***

Are the document feed guides snug against the sides of the document that you are copying?

Make sure the document feed guides are both against the sides of the document on the document feeder tray before you start copying. (→5-3)

❑ ***Are copied documents cut at the margins?***

Is the selector on the paper cassettes or the MP tray set for the width of the paper loaded?

Adjust the selector to the width of the paper loaded. (→2-32 to 2-34, 2-46)

Having Other Problems.

❑ ***Is sending and receiving documents too slow?***

When sending, is the document mode set for Ultra Fine, Super Fine, Fine, or Text/Photo?

If the indicator for Ultra Fine, Super Fine, Fine, or Text/Photo is on, press **Resolution** to select Standard, or press **Document Type** to select Text. (→6-5)

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Is your fax set for ECM receiving or sending?

Because the fax is constantly checking for errors during transmission, ECM receiving or sending requires more time. The fax is set to conduct all transactions using ECM (error correction mode). If transmission speed appears to be extremely slow, you may be able to speed up transmission time by turning ECM off. (→16-10, 16-14)

❑ ***Are the documents received not printed out?***

Are the paper cassettes set correctly into the fax?

Insert the paper cassettes all the way into the fax unit until it locks into place. (→2-37)

❑ ***Cannot get faxes from information services?***

Is your fax connected to a rotary dial telephone line?

Even if your fax is connected to a rotary dial line, you can still get faxes from information services that require tone dialing. Press **Tone** to receive faxes from information services that require touch-tone telephone lines for transmission. (→12-3)

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Recording the User Reminder Sheets

The user reminder sheets are essential for recording the passwords, box numbers, subaddresses, and so on, so you do not forget them. We recommend that you make a copy of these sheets, fill them out, and use them for reference.

After you fill out these reminder sheets, store them in a safe place to protect their confidentiality and so you can find them later for reference.

Password Reminder

Item	Description	Password (four-digit)
System Settings	Protects the user data System Settings from unauthorized access.	
Sending Restrictions	Restricts document sending to holders of the User Access Code.	
Printing Restrictions	Restricts report printing and document copying.	
Memory Reception	Protects your **Memory Reception** button setup from unauthorized access.	
Transfer	Protects your **Transfer** button setup from unauthorized access.	

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Department Access Code

Dept. Access Code (four-digit)	Password (four-digit)	Dept. Access Code (four-digit)	Password (four-digit)

Preset Polling

Box No. (two-digit)	Box Name	Password (four-digit)

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Confidential Mailboxes

Box No. (two-digit)	Box Name	Password (four-digit)	Subaddress (Max. 20-digit)	RX Password (Max. 20-digit)

Relay Broadcast Groups

Group No. (two-digit)	Group Name	Password (four-digit)	Subaddress (Max. 20-digit)	RX Password (Max. 20-digit)

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Memory Boxes

Box No. (two-digit)	Box Name	Password (four-digit)	Subaddress (Max. 20-digit)	TX Password (Max. 20-digit)	RX Password (Max. 20-digit)

Polling Boxes

Box No. (two-digit)	Box Name	Password (four-digit)	Subaddress (Max. 20-digit)	TX Password (Max. 20-digit)

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Chapter 16
Summary of Important Settings

This chapter contains a comprehensive list of all the settings you can perform with the DATA REGISTRATION menus.

The settings that determine how the fax unit operates are called user data settings. These important settings can be switched on and off to customize operation of the fax unit.

- ❏ Opening the Data Registration Menu 16-2
- ❏ Summary of User Data Settings 16-3
- ❏ User Settings 16-4
- ❏ Report Settings 16-7
- ❏ TX (Send) Settings 16-10
- ❏ RX (Receive) Settings 16-13
- ❏ Fax's Printer Set 16-16
- ❏ File Settings 16-20
- ❏ System Settings 16-27
- ❏ Dual Line Options 16-32
- ❏ Relationship between BATCH TX, QUICK ON-LINE TX, and Timer Settings 16-34

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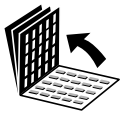
Opening the Data Registration Menu

Follow this procedure to display the user data settings.



Data Registration

1. Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Set

2. Press **Set** to display the next menu.

```
DATA REGISTRATION
 1.USER SETTINGS
```

3. Use the search buttons to display the item you want to set or change.

```
DATA REGISTRATION
 1.USER SETTINGS
```

```
DATA REGISTRATION
 7.SYSTEM SETTINGS
```

Set

4. Display the item you want to set or change and press **Set**. For details, refer to the following section.

   The user data menu selections are displayed one line at a time. Use the search buttons to display these settings so you can check the settings or change them.

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Summary of User Data Settings

Here is a summary of the user data menus.

1.USER SETTINGS
Use these settings to set up the operating environment of the fax unit. These settings include important features like registering the names, telephone number and the date and time that prints on documents you send, setting alarms and scanning density, and so on. Do these settings as soon as you set up your fax. After they are set, you should not need to change them very often. (→16-4)

2.REPORT SETTINGS
Use these settings to set the fax to print a report every time you send or receive a document and set up printing a summary report for all your sending and receiving transactions. Use these features to keep track of your fax transactions. (→16-7)

3.TX (Send) SETTINGS
Use these settings to customize how the fax sends documents. With these settings you can turn ECM on and off, set mid-pause time, set up re-dialing and other features. (→16-10)

4.RX (Receive) SETTINGS
Use these settings to customize how the fax receives documents. These settings are important because they determine how the fax operates when it receives a document. (→16-13)

5.FAX'S PRINTER SET
Use these settings to set how the fax unit prints documents you receive. These features include selecting a cassette or the MP tray for paper supply and reducing the size of the page. (→16-16)

6.FILE SETTINGS
Use these settings to set up major features like confidential mailboxes and polling. (→16-20)

7.SYSTEM SETTINGS
Use these settings to set up security and tracking features with passwords and department passwords and codes. You can also set important defaults such as the format in which the date and time will be displayed, selecting the display language, and the sending and receiving start speeds. (→16-27)

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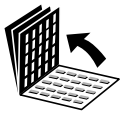
8. DUAL LINE OPTIONS
Use these settings to set up the operating environment of the additional telephone line. This menu only appears after installing the optional Dual-line Upgrade Kit for LASER CLASS® 3170 Series. These settings include registering the second telephone line number and line type, the telephone line priority on Line 1 and Line 2. (→16-32)

User Settings



1. Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

2. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

3. Press **Set**.

```
USER SETTINGS
 1.DATE & TIME
```

4. Use the search buttons to display the item you want to set or change.

*Default settings are in **bold**.

1. DATE & TIME	Register the current date and time using the 24-hour system. (→3-13) This setting is required in the United States. Note that the year setting is made in two digit numbers though in the standby mode the year is displayed in four digit numbers. Also note that it is necessary to enter 00, 01, 02, ..., etc., to set the year to 2000 or later.

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2. UNIT TELEPHONE #	Register your fax number. (→3-14) This setting is required in the United States.
3. UNIT NAME	Register your name or company name. (→3-15) In the United States, you are required to enter your name or company name.
4. SENDER'S NAME	Register up to 19 alternate sender names. Before you send a document, press the **TTI Selector** button and select a name to replace the name you registered for 3.UNIT NAME. (→3-18)
5. TX TERMINAL ID	Print your ID (transmitting terminal ID) on each page you transmit. (→3-12) In the United States, this setting must be ON.
ON	After you turn the terminal ID ON, you can do the following settings.
1.TTI POSITION	
OUTSIDE IMAGE	Terminal ID prints outside the image border.
INSIDE IMAGE	Terminal ID prints inside the image border.
2.TELEPHONE # MARK	You can prefix your number with the abbreviations FAX or TEL in your sender ID.
FAX	Prefixes the number with the abbreviation FAX.
TEL	Prefixes the number with the abbreviation TEL.
OFF	No terminal ID is printed on the pages you send.
6. DENSITY CONTROL	Adjust the scanning density from 1-5 for DK (2 is default), 2-6 for STD (4 is default), 3-7 for LT (6 is default).

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7. PROGRAM KEY	Use the program button to streamline the procedures for printing activity reports or doing the scanner settings. (→12-5)
PRINT REPORT	Press the **Program** button whenever you need a transmission report for a document you are sending.
REPORT	If you select this setting, you do not have to open all three of the One-touch Speed Dialing panels to start printing a report. Whenever you need to print a report, press the **Program** button.
SCANNING MODE	Set the scanner buttons (Resolution, Contrast, Document Type) for special settings, like sending a photograph for example. Then you can adjust all the settings just by pressing the **Program** button.
STAMP	If you have installed the optional stamp feature, this option is available. If you select STAMP you can turn the stamp feature on or off without opening all three of the One-touch Speed Dialing panels to press the **Stamp** button.
8. OFFHOOK ALARM	Turn the off hook alarm off or on, which alerts you if the optional handset is not in the handset cradle.
ON	Offhook alarm sounds if optional handset or extension telephone is left off the hook.
OFF	No offhook alarm.
9. VOLUME CONTROL	Adjust the volume of the fax unit.
1. KEYPAD VOLUME	**1** (0 to 3)
2. ALARM VOLUME	**1** (0 to 3)
10. TEL LINE TYPE	Set the telephone line type. (→3-10)
TOUCH TONE	The telephone line is set for touch-tone dialing.
ROTARY PULSE	The telephone line is set for rotary pulse dialing. If you need to dial into an information service that requires tone dialing, use the **Tone** button on the operation panel. (→12-3)

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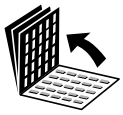
Report Settings



1. Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Set

2. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

3. Press the search buttons to display 2.REPORT SETTINGS.

```
DATA REGISTRATION
 2.REPORT SETTINGS
```

Set

4. Press **Set**.

```
REPORT SETTINGS
 1.TX REPORT
```

5. Use the search buttons to display the item you want to set or change.

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*Default settings are in **bold**.

1.TX REPORT	Print a transmission report. (→14-11)
PRINT ERROR ONLY	Print a report only if an error occurs.
OUTPUT YES	A report prints for every transmission.
REPORT WITH TX IMAGE	Only available for PRINT ERROR ONLY or OUTPUT YES.
ON	A prompt asks you to confirm whether to print the first page of the document to remind you of what it contains.
OFF	No prompt appears and no first page is printed.
OUTPUT NO	Print no report, even if an error occurs.
2.RX REPORT	Print a reception activity report. (→14-14)
OUTPUT NO	No report prints for document receptions.
PRINT ERROR ONLY	A report prints for reception errors only.
OUTPUT YES	A report prints for every reception.
3.CONFID. RX REPORT	Print a reception activity report every time you receive a document in a confidential mailbox. (→10-8, 14-15)
OUTPUT YES	A report prints every time a document is received in a confidential mailbox.
OUTPUT NO	No report prints when a document is received in a confidential mailbox.
4.MEMORY BOX REPORT	Print a reception activity report every time you receive a document in a memory box. (→8-25, 14-16)
OUTPUT YES	A report prints every time a document is received in a memory box.
OUTPUT NO	No report prints when a document is received in a memory box.

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5. ACTIVITY REPORT	Print an activity management report. (→14-9)	
1. AUTO PRINT	Print an activity report after every 40 transactions.	
	ON	An activity report prints after the 40th transaction is completed.
	OFF	No activity report prints after the 40th transaction is completed.
2. DAILY REPORT TIME	**OFF**	A time is not set to print a transaction report every day.
	ON	Allows you to set a time for an activity to be printed every day. Set the report time for the daily report. Use 24-hour settings.
3. TX/RX SEPARATE	Print an activity report with receptions and transmissions listed separately.	
	OFF	Transmissions and receptions are listed together in chronological order.
	ON	Transmissions and receptions are arranged in chronological order in separate lists.
6. PRT REPORT WHERE	Select a paper supply source for the activity report.	
OFF	Report prints from the first available paper supply source.	
ON	The number and type of cassettes available depends on the paper cassettes currently installed. Paper Cassette 2 is optional for the LASER CLASS® 3170/3170MS and standard for the LASER CLASS® 3175. **LASER CLASS® 3170** **CASSETTE 1** MP TRAY **LASER CLASS® 3175 or LASER CLASS® 3170/3170MS with optional cassette** **CASSETTE 1** CASSETTE 2 MP TRAY	

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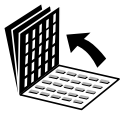
TX (Send) Settings



1. Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Set

2. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

3. Press the search buttons to display 3.TX SETTINGS.

```
DATA REGISTRATION
 3.TX SETTINGS
```

Set

4. Press **Set**.

```
TX SETTINGS
 1.ECM TX
```

5. Use the search buttons to display the item you want to set or change.

*Default settings are in **bold**.

1.ECM TX	Turn ECM (error correction mode) transmission off and on. This switch does not affect the button setups for One-touch or Coded Speed dialing. (→4-6, 4-15)
ON	All transmissions are conducted with ECM if the other party's fax supports ECM.
OFF	ECM is turned off.
2.MID PAUSE SET	Set the length of the pause entered between number when you press the **Pause** button (01 to 15SEC). (→4-3)
	02SEC

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3. AUTO REDIAL	Select whether to perform automatic redial when the other line is busy or no answer. (→6-20)
ON	Customize the redial operation. 1. REDIAL TIMES — From 01 to 10 times. (**02TIMES**) Even if the fax machine is set to redial several times, it will redial only once if there is no tone or there is a ring back tone during the first attempt. 2. REDIAL INTERVAL — From 02 to 99 minutes. (**02MIN.**)
OFF	After the first attempt at dialing fails, re-dialing is not attempted.
4. BATCH TX **ON** OFF	If there is more than one document waiting in the memory to be sent to the same destination, after the timer goes off to send the first document, then all documents are sent together in the same transmission. With this feature the fax unit makes one phone call instead of faxing each document with a separate phone call. This feature saves time and money. (→16-34)
5. QUICK ON-LINE TX **ON** OFF	Turn quick memory sending off and on. When ON is selected, the fax unit starts sending the document while it is still being scanned. (→6-13)
6. TIME OUT	Set the interval between dialing (entering phone numbers) when sending to more than one destination. (→6-22)
ON	Fax scans the document in 5 or 10 seconds after you enter the phone number.
OFF	Press **Start/Scan** to begin transmission. Otherwise, the fax unit returns to standby.

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7.TX STAMP	Turn stamping off or on and how documents are to be stamped. (→12-8)	
ON	STAMP ACTION	
	DIRECT & MEMORY TX	Stamps only documents sent direct and from memory.
	DIRECT TX	Stamps documents sent with direct sending only.
OFF	The stamp feature is turned off and disabled.	

Note: *The stamp feature is available as an option. If the stamp option is not provided on your fax machine, this item will not appear in the menu and PIN CODE will appear as item 7.*

8.PIN CODE	Turns on the PIN code feature for dialing through a PBX that requires PIN codes. (→13-21)	
OFF	Turn off the PIN code feature.	
ON		
	NECESS. PIN CODE	The Force PIN Code feature requires entering PIN code for every transaction.
	OFF	
	ON	
	PIN CODE BEF/AFT	Set the PIN code to appear as a prefix or suffix of the telephone number.
	BEFORE TEL NO.	The PIN code appears as a prefix.
	AFTER TEL NO.	The PIN code appears as a suffix.

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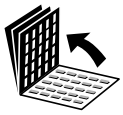
RX (Receive) Settings



1. Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Set

2. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

3. Press the search buttons to display 4.RX SETTINGS.

```
DATA REGISTRATION
 4.RX SETTINGS
```

Set

4. Press **Set**.

```
RX SETTINGS
 1.ECM RX
```

5. Use the search buttons to display the item you want to set or change.

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*Default settings are in **bold**.

1.ECM RX	Turn the ECM (error correction mode) receiving off and on. This switch does not affect the button setups for One-touch or Coded Speed Dialing. (→4-6, 4-15)	
ON	All receptions are conducted with ECM if the other party's fax supports ECM.	
OFF	ECM is turned off.	
2.MAN/AUTO SWITCH	Set the fax machine to switch to document receive mode after ringing for a specified length of time in the manual receive mode.	
OFF	The fax will keep ringing until someone answers the call manually with the optional handset or a connected extension telephone.	
ON	F/T RING TIME	Set the length of time to elapse before the fax machine switches to document receiving. Default is **15SEC**. Setting range: 01 to 99SEC
3.REMOTE RX	Receive from a remote telephone with preset setting. (→7-9)	
ON	Remote receiving is turned on.	
	REMOTE RX ID	You can dial a number code on the remote extension to start receiving a document. Default is **25**. Setting range: 00 to 99
OFF	Remote receiving is turned off.	

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4. MEMORY RX	Select how incoming documents are to be received in the memory if the fax runs out of toner or paper, or the output trays are full of printed pages. (→8-2)
ON	Remainder of the fax is stored in the memory and can be printed out as soon as you re-fill the paper cassette, change the toner cartridge, clear the paper jam, or pick up the printed pages from the output trays.
MEMORY RX ALARM	The memory alarm alerts you when a document has been received in the memory.
OFF	No alarm sounds when the fax runs out of toner or recording paper during document reception.
ON	An audible alarm sounds when the document is stored temporarily in the memory.
OFF	Memory receiving is turned off. If the fax runs out of toner or recording paper during a document reception, the remainder of the document is not saved in the memory. The other party must re-send the document.
5. RX PAGE FOOTER	Print a footer in the lower right corner of every received page. The footer contains the date, day, time received, transaction number, and page number. (→3-13)
OFF	No RX FOOTER prints at the bottom of the page.
ON	Turns on printing of an RX FOOTER at the bottom of every page you receive.

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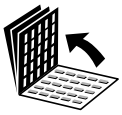
Fax's Printer Set



1. Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Set

2. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

3. Press the search buttons to display 5.FAX'S PRINTER SET.

```
DATA REGISTRATION
 5.FAX'S PRINTER SET
```

Set

4. Press **Set**.

```
FAX'S PRINTER SET
 1.USE MP TRAY
```

5. Use the search buttons to display the item you want to set or change.

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*Default settings are in **bold**.

1.USE MP TRAY	Select whether to use the MP tray.	
OFF	The MP tray cannot be used.	
ON	The MP tray can be used as a paper supply for fax, copy, report, and printer functions.	
	SET MP TRAY SIZE	Select the paper size you are loading on the MP tray. The sizes can be set to A4, letter, or legal.
2.# OF RX COPIES	Select the number of copies (from 01 to 99) of received documents you want printed. Default is 01 copy.	
3.SELECT CASSETTE	Select how you want over-size documents to be divided when the paper in the paper cassette is too small.	
1.CASSETTE SW A	Selects how legal-size documents are divided. This switch is effective only when the paper cassettes are set to legal-size and out of legal-size paper.	
	ON	Divide legal-size documents into two pages.
	OFF	Receive legal-size documents in memory.
2.CASSETTE SW B	Selects how letter-size documents are received on larger paper. This switch is effective only when the letter-size paper runs out.	
	ON	Prints the letter-size document on the larger paper (with white space).
	OFF	Prints the letter-size document in the memory.
4.RX REDUCTION	Receive images at a reduced size.	
OFF	Turns off image reduction.	
ON	Turns on image reduction.	
	1.RX REDUCTION	
	AUTO SELECTION	The fax unit automatically reduces the image to the size of the selected paper.
	FIXED REDUCTION	You set the reduction rate. (75%, **90%**, 95%, 97%)

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	2. SELECT REDUCE DIR	Select the direction of reduction for the percentage of fixed reduction selected above.
	VERTICAL ONLY	Reduction performed in the vertical direction only.
	HORIZ & VERTICAL	Reduction performed in the horizontal and vertical direction.
5. SELECT DENSITY		Adjust the print density of documents you receive. LT (Light), **STD** (Standard), DK (Dark)
6. TONER SUPPLY LOW		Set the fax to continue printing even after toner runs low and the Change Cartridge indicator lights and the REPLACE CARTRIDGE message appears.
	RX TO MEMORY	Stop printing and receive the remainder of the document in the memory.
	KEEP PRINTING	Ignore the warning and keep printing until the document is completely printed. This setting is convenient when a new toner cartridge is not at hand. However, even if the toner cartridge is out of toner, the fax will not receive the document in the memory. After installing the new toner cartridge, be sure to set to RX TO MEMORY.

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7. SELECT OUTPT TRAY			Select one output tray for each function (FAX, COPY, REPORT and PRINTER) to classify the output documents.
OFF			All the printed documents are delivered to the lower output tray. When the full paper sensor detects the tray is full, the paper delivery automatically switches to the upper output tray. If the face-up tray is open, the paper is delivered to the face-up tray.
ON			Select either the upper output tray or the lower output tray for each function.
	1. FAX	UPPER OUTPUT TRAY	Received documents by fax are delivered to the upper output tray.
		LOWER OUTPUT TRAY	Received documents by fax are delivered to the lower output tray.
	2. COPY	UPPER OUTPUT TRAY	Copied pages are delivered to the upper output tray.
		LOWER OUTPUT TRAY	Copied pages are delivered to the lower output tray.
	3. REPORT	UPPER OUTPUT TRAY	Printed reports are delivered to the upper output tray.
		LOWER OUTPUT TRAY	Printed reports are delivered to the lower output tray.
	4. PRINTER	UPPER OUTPUT TRAY	Data input from a PC are printed and delivered to the upper output tray.
		LOWER OUTPUT TRAY	Data input from a PC are printed and delivered to the lower output tray.

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File Settings

1. Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

2. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

3. Press the search buttons to display 6.FILE SETTINGS.

```
DATA REGISTRATION
 6.FILE SETTINGS
```

4. Press **Set**.

```
FILE SETTINGS
 1.CONFID. MAILBOX
```

5. Use the search buttons to display the item you want to set or change.

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*Default settings are in **bold**.

1.CONFID. MAILBOX	Set up confidential mailbox. (→10-2)
1.SETUP FILE	Set up a confidential mailbox.
SET BOX #	Create a two-digit confidential mailbox number.
1.FILE NAME	Give the mailbox a name up to 24 characters long.
2.PASSWORD	Assign a password to protect the mailbox from being changed or deleted.
3.SUBADDRESS	Enter a 20-digit (max.) ITU-T subaddress for reception.
4.RX PASSWORD	Enter a 20-digit (max.) ITU-T password for reception.
5.# OF RX COPIES	Sets the number of copies printed from every document.
2.CHANGE DATA	Change all the mailbox settings done with the settings above.
SET BOX #	Enter the number of the mailbox you want to change.
PASSWORD	Enter the password protecting the mailbox settings. You can now change any of the settings listed in the table above (1.SETUP FILE).
3.DELETE FILE	Delete a mailbox.
SET BOX #	Enter the number of the mailbox you want to delete.
PASSWORD	Enter the password protecting the mailbox you want to delete.
2.RELAY TX GROUP	Set up relay box so your fax machine can relay document transmissions to other fax machines in your area. (→9-3)
1.SETUP FILE	Set up the relay box.
SET RLY TX GROUP#	Set a two-digit relay group number (00-99).
1.GROUP DIAL NAME	Give the relay group a name (length: 24 characters).
2.PASSWORD	Assign a four-digit password to protect the relay box settings.
3.SUBADDRESS	Enter a 20-digit (max.) ITU-T subaddress.
4.RX PASSWORD	Enter a 20-digit (max.) ITU-T password.
5.SELECT ORIG UNIT	Set your fax to check the incoming relay command to make sure the originator is registered.
ON	Receives and obeys incoming relay commands for registered
TEL=	originators only. Use the One-touch or Coded Speed Dialing buttons to register originators.
OFF	Receives and obeys all incoming relay commands.
6.PRINT RX DOC.	Turns printing on/off for documents received for relay.
ON	Prints a copy of every document relayed.
# OF RX COPIES	Set the number of document copies to print.
OFF	No copy is printed.
7.SELECT LOCATIONS	Use the One-touch or Coded Speed Dialing buttons to select the fax
TEL=	numbers to receive the document relayed from your fax machine.

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8.TX REPORT	Send a TX report from your fax machine (the relay unit) to the originator of the transmission.
TRANSMIT	Transmits a document relay report to the originator.
NOT TRANSMIT	No report is transmitted.
9.TX START TIME	Set the fax machine to hold the document from the originator and then relay it at a specified time. Use 24-hour setting. Up to 5 time settings are possible.
10.RELAY B'CAST	
OFF	Turn relay broadcasting off temporarily without canceling or changing all of the relay box settings.
ON	In order for relay broadcasting to occur, this setting must be on.
2.CHANGE DATA	Change or add the settings on the relay box.
SET RLY GROUP TX#	Enter the number of the relay box you want to change.
PASSWORD	Enter the password protecting the relay box settings.
	You can now change any of the settings listed in the table above (1.SETUP FILE).
3.DELETE FILE	Delete a relay box and all settings.
SET RLY TX GROUP#	Enter the number of the relay box you want to delete.
PASSWORD	Enter the password of the relay box you want to delete.
3.MEMORY BOX	Set up a general memory box to handle ITU-T subaddress and password transactions. (→8-11)
1.SETUP FILE	Create a general memory box and do all the general memory box settings.
SET BOX #	Give the general memory box a box number.
1.FILE NAME	Give the memory box a name up to 24 characters long.
2.PASSWORD	Assign a four-digit password to protect the memory box settings.
3.SUBADDRESS	Enter a 20-digit (max.) ITU-T standard subaddress. *You must enter a subaddress in order to use the memory box features.*
4.TX PASSWORD	Enter a 20-digit (max.) ITU-T password.
5.RX PASSWORD	Enter a 20-digit (max.) ITU-T password.

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6.RECEIVE	
NO	Turn memory box receiving off.
YES	Turn memory box receiving on.
1.SELECT ORIG UNIT	Turn on checking to make sure the originator is registered on your fax.
OFF	Receive all documents, regardless of origin.
ON	Receive documents from registered sources only.
TEL=	Use the One-touch or Coded Speed Dialing buttons to register fax numbers from which you want the memory box to receive documents.
2.PRINT RX DOC.	Turn on printing of documents received in the memory box.
OFF	Documents received in the memory box are not printed.
ON	Documents received in the memory box are printed.
1.PRINT METHOD	Set the print method.
AUTO	Print documents automatically as they are received.
MAN.	Print documents manually.
2.# OF RX COPIES	Set the number of document copies to print.
7.TRANSMIT	Transmit documents from the memory box.
NO	A document cannot be transmitted from the memory box.
YES	A document can be transmitted from the memory box.
1.SELECT LOCATIONS	Select fax telephone numbers to which to send documents
TEL=	from the memory box. Use One-touch or Coded Speed Dialing buttons to register the destinations.
2.TX DOCUMENT	Transmit documents *received* in the memory box or *scanned* into the memory box.
1.RECEIVED DOCUMENT	Transmit or do not transmit documents received in the memory box.
TRANSMIT	Documents received in the memory box are to be transmitted.
TX REPORT	Send a TX report to the originator for every document received and transmitted from the memory box.
TRANSMIT	A transmission report is sent.
NOT TRANSMIT	A transmission report is not sent.
NOT TRANSMIT	Documents received in the memory box are not to be transmitted.
2.SCAN DOCUMENT	Transmit or do not transmit documents scanned into the memory box.
TRANSMIT	Scanned documents can be transmitted.
NOT TRANSMIT	Scanned documents cannot be transmitted.
3.TX START TIME	Set a time for transmission of documents from the memory box.
EVERYDAY	Set the time using the 24-hour system. Up to 5 times can be sent.
SELECT DAYS	Select a day. Up to 5 times can be set for each day.

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8.POLLING TX	For the memory box, turn polling sending on and off.
NO	Memory box cannot be used as a polling box.
YES	Memory box can be used as a polling box.
1.ERASE AFTER TX	Set how the document in the memory box is to be handled after being polled and sent.
ON	Document is erased after polling/sending.
OFF	Document remains in the memory box after polling/sending.
2.TX DOCUMENT	Transmit documents *received* in the memory box or *scanned* into the memory box for polling.
1.RECEIVED DOCUMENT	Set documents received in the memory box for sending after polling.
TRANSMIT	Documents received in the memory box from other faxes can be transmitted.
NOT TRANSMIT	Documents received in the memory box from other faxes cannot be transmitted.
2.SCAN DOCUMENT	Set documents scanned into the memory box for sending after polling.
TRANSMIT	Documents scanned into the memory box can be transmitted.
NOT TRANSMIT	Documents scanned into the memory box cannot be transmitted.

2.CHANGE DATA	Change settings for the memory box or add settings you did not do when you created the memory box.
SET BOX #	Enter the number of the box you want to change.
PASSWORD	Enter the password protecting the memory box settings.
	You can now change any of the settings listed in the table above.
3.DELETE FILE	Delete the general memory box.
SET BOX #	Enter the box number of the memory box you want to delete.
PASSWORD	Enter the password protecting the memory box that you want to delete.

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4.PRESET POLLING	Set up preset polling/receiving setting. (→11-5)
1.SETUP FILE	Set up a setting to poll at preset time.
SET BOX #	Create a two-digit preset polling box.
1.FILE NAME	Enter the name of the file (24 characters).
2.PASSWORD	Enter a four-digit password to protect the polling settings.
3.SELECT LOCATIONS	Select the numbers of the fax units you want to poll. Use the One-touch or Coded Speed Dialing buttons to enter the numbers of the fax machine that you want to poll.
TEL=	
4.START TIME	Set the time(s) that you want to start polling.
EVERY DAY	Set up to 5 times for every day.
SELECT DAYS	Set up to 5 times for each day selected.
2.CHANGE DATA	Change the settings for preset polling/receiving.
SET BOX #	Enter the number of the box you want to change.
PASSWORD	Enter the password protecting the preset polling settings. You can now change any of the settings listed in the table above (1.SETUP FILE).
3.DELETE FILE	Delete the setting to poll at preset time.
SET BOX #	Set the box number for the box you want to delete.
PASSWORD	Enter the password of the file you want to delete.
5.POLLING BOX	Set up a polling box to store a document in your fax machine until your fax machine is polled to send the document. (→11-15)
1.SETUP FILE	Set up a polling box to hold a document until it is polled by and sent to another fax machine.
SET BOX #	Set a box number for the polling box.
1.FILE NAME	Enter a file name (24 characters).
2.PASSWORD	Enter a password to protect the polling box settings.
3.SUBADDRESS	Enter a 20-digit (max.) standard ITU-T subaddress.
4.TX PASSWORD	Enter a 20-digit (max.) standard ITU-T password.
5.ERASE AFTER TX	Tell the fax machine how to handle the document after it is polled and sent.
ON	Document is erased from the memory after it is polled and sent.
OFF	Document is not erased and remains in the memory after it is polled and sent.
2.CHANGE DATA	Change the settings on the polling box. You can now change any of the settings listed in the table above (1.SETUP FILE).
SET BOX #	Set a box number you want to change.

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PASSWORD	Enter the password of the polling box you want to change. You can now change any of the settings listed in the table above (1.SETUP FILE).
3.DELETE FILE	Delete the polling box file.
SET BOX #	Set the box number for the box you want to delete.
PASSWORD	Enter the password of the polling box file you want to delete.
6.TRANSFER	Set the fax unit to transfer the documents it receives to other faxes. (→7-14)
1.SETUP FILE	Create a file to receive and transfer documents.
1.FILE NAME	Enter a file name (24 characters).
2.SELECT LOCATIONS	Select the numbers of the fax machines where you want
TEL=	documents transferred. Use the One-touch or Coded Speed Dialing buttons to enter the numbers of the fax machines where you want documents transferred.
3.PASSWORD	Enter a four-digit password to protect the transfer file settings.
4.SELECT ORIG UNIT	Select the telephone numbers of the fax machines you want have received and transferred.
OFF	All fax transmissions are received and transferred.
ON	The fax machine receives and transfers transmissions only from fax units that you designate by fax telephone number.
TEL =	Use the One-touch or Coded Speed Dialing buttons to designate originator fax machines for receive and transfer.
5.TIME SETUP	Set a time period wherein documents are to be received and transferred.
1.START TIME	Set a specified time to start transfer operation.
EVERY DAY	Set up to 5 times every day.
SELECT DAYS	Select one or several days for document transfer. You can set 5 times for any day(s) you select.
2.END TIME	Set a specified time to end transfer operation.
EVERY DAY	Set up to 5 times every day.
SELECT DAYS	Select one or several days for document transfer. You can set 5 times for any day(s) you select.
6.PRINT RX DOC.	Set the fax machine that transfers the document to print a copy of the transferred document.
OFF	Received and transferred documents are not printed.
ON	A copy of every document received and transferred is printed.
# OF RX COPIES	Set the number of document copies to print.
2.CHANGE DATA	Change the transfer settings.
PASSWORD	Enter the four-digit password protecting the transfer settings. You can now change any of the settings listed in the table above (1.SETUP FILE).
3.DELETE FILE	Delete the transfer settings file.
PASSWORD	Enter the four-digit password of the transfer file you want to delete.

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System Settings

1. Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

Set

2. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

3. Press the search buttons to display 7.SYSTEM SETTINGS.

```
DATA REGISTRATION
 7.SYSTEM SETTINGS
```

Set

4. Press **Set**.

```
SYSTEM SETTINGS
 1.PASSWORD
```

5. Use the search buttons to display the item you want to set or change.

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*Default settings are in **bold**.

PASSWORD	Enter the system password protecting the System Settings. (You will not have to do this if the System Settings are not yet password protected.) (→13-2)
1. PASSWORD	Enter a four-digit password to protect the System Settings.
2. RESTRICTIVE CODES	Set restrictions for sending and printing with department access codes and user access codes. (→13-6)
1.TX SETTINGS	Restrict sending with department and user access codes.
OFF	Turn off restrictions on sending. This turns the feature off without canceling the department access codes and passwords.
ON	
DAC SETUP	Set a DAC (department access code).
ON	Turn on department access codes.
ENTER DAC	
01:	Press the search buttons to select a number (01 to 19), then enter a four-digit department access code.
DAC PASSWORD	Enter a four-digit password for the department access password.
OFF	Turn off restrictions by department access codes and passwords but turn on restrictions by user access code.
USER ACCESS CODE	A four-digit number you set to restrict sending.
2.FAX'S PRINTER SET	Restricts document printing and copying with a four-digit access code.
OFF	
ON	
USER ACCESS CODE	A four-digit number you set to restrict printing and copying.

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	3.TEL SETTING	Allows you to restrict use of the telephone for voice communication.
		OFF
		ON
3.	MEMORY LOCK RX	Turn forced memory receiving on and off. (→13-17)
	OFF	
	ON	
	1.MEM LOCK PASSWORD	Enter a four-digit password.
	2.REPORT	Set reports to print (or not print) when the forced memory receiving feature is on.
	OUTPUT NO	Reports are not printed when the forced memory receiving feature is on.
	OUTPUT YES	Reports are printed when the forced memory receiving feature is on.
	3.TIME SETUP	Set a time to turn on forced memory receiving.
	OFF	
	ON	
	1.START TIME	Turn on memory receiving at a specified time.
	EVERY DAY	Set up to 5 times for every day.
	SELECT DAYS	Set up to 5 times for each selected day of the week.
	2.END TIME	Turn off memory receiving at specified time.
	EVERY DAY	Set up to 5 times for every day.
	SELECT DAYS	Set up to 5 times for each selected day of the week.
4.	RX RESTRICTION	Turn off junk mail. (→13-16)
	OFF	Anyone can dial your fax and send a document.
	ON	Another party can dial your fax and send a document only if their number is registered on your fax for a One-touch or Coded Speed Dialing button.

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5. DATE SETUP **MM/DD/YYYY** DD/MM YYYY YYYY MM/DD	Set the format for the DATE & TIME settings menu and how the date is displayed in the LCD in the standby mode.
6. DISPLAY LANGUAGE	Select a language for prompts, messages, menus and printed reports. The number of languages available may be different depending on where you purchased your fax machine. **ENGLISH**, FRENCH, SPANISH
7. TX START SPEED	Set the transmission speed for all documents you send. Available settings: **33600**, 14400, 9600, 7200, 4800, 2400 bps
8. RX START SPEED	Set the transmission speed for all documents you receive. Available settings: **33600**, 14400, 9600, 7200, 4800, 2400 bps
9. RX PASSWORD	Set an RX password to match the ITU-T password of all incoming document transmissions. Enter a 20-digit (max.) ITU-T password. To receive a document, this RX password must match the ITU-T password of the incoming document. After the RX password has been set, all incoming documents must have a matching ITU-T password. -if not- The document will be received regardless of this setting if the incoming document has a matching subaddress and password for a memory box.

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10.ENERGY SAVER	Set the fax machine to reduce power consumption when not in use. (→3-21)
OFF	Fax machine does not power down even when it is idle.
ON	The fax machine reduces power consumption after it has remained idle for a specified length of time.
ENERGY SVR TIME	Set the idle time to elapse and trigger reduced power consumption. (03 to 30MIN.) Default is **03MIN**.

Note

If you have installed the Dual-line Upgrade kit or the PCL6 Printer Board, the energy saver feature will not work and 10.ENERGY SAVER will not be displayed in the menu. 10.PHONE NO. CHECK will be displayed instead.

11.PHONE NO. CHECK	Allows you to prevent sending a document to an unwanted destination. The number you dial is checked with connected number and if they match, then the document is sent.
OFF	The number is not checked.
ON	The fax uses the last six digits of the number you dial to match with the last six digits of the other party's number registered on the remote fax. If the numbers match the document is sent. Otherwise, the document is not sent.

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Dual Line Options

1. Open all three of the One-touch Speed Dialing panels. Then press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

2. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

3. Press the search buttons to display 8.DUAL LINE OPTIONS.

```
DATA REGISTRATION
 8.DUAL LINE OPTIONS
```

4. Press **Set**.

```
DUAL LINE OPTIONS
 1.2nd LINE TEL #
```

5. Use the search buttons to display the item you want to set or change.

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*Default settings are in **bold**.

1.2nd LINE TEL #	Register your second fax number. (→2-57) This setting is required in the United States.
2.2nd LINE TYPE	Set the second telephone line type. (→2-58)
TOUCH TONE	The telephone line is set for touch-tone dialing.
ROTARY PULSE	The telephone line is set for rotary pulse dialing. If you need to dial into an information service that requires tone dialing, use the **Tone** button on the operation panel. (→12-3)
3. TX LINE PRIORITY	Set the telephone line priority on Line 1 and Line 2. (→2-59)
LINE1 TX PRIORITY	When both lines are open, transmission is sent on Line 1. If Line 1 is busy and Line 2 is open, transmission is sent on Line 2.
LINE2 TX PRIORITY	When both lines are open, transmission is sent on Line 2. If Line 2 is busy and Line 1 is open, transmission is sent on Line 1.
LINE1 TX PROHIBIT	Even if both lines are open, transmission is sent on Line 2. Line 1 is only available for receiving.
LINE2 TX PROHIBIT	Even if both lines are open, transmission is sent on Line 1. Line 2 is only available for receiving.

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Relationship between BATCH TX, QUICK ON-LINE TX, and Timer Settings

BATCH TX	QUICK ON-LINE TX	TIMER SET WITH SPEED DIALING BUTTONS	
		YES	NO
ON	ON	Documents go into memory and are grouped. Group is sent at the specified time.	If the line is available, documents are not grouped and are sent immediately. If the line is busy, documents go into memory, are grouped, then are sent when the line becomes available.
ON	OFF	Documents go into memory and are grouped. The group is sent at the specified time.	Documents go into memory, are grouped and then are sent when the line becomes available.
OFF	ON	Documents go into memory, but are not grouped. Each document is sent at the specified time.	If the line is available, documents are not grouped and are sent immediately. If the line is busy, documents go into memory, are not grouped, and are sent when the line becomes available.
OFF	OFF	Documents go into memory, but are not grouped. Each document is sent at the specified time.	Documents go into memory, are not grouped and are sent when the line becomes available.

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Appendix A
Specifications

General

Sheet size:	Max. width 11 in. (279 mm) Min. width 5.8 in. (148 mm)
Automatic Document Feeder (ADF) Capacity:	50 letter- or A4-size pages 20 legal-, B4- or 11 × 17 in.-size pages
Effective scanning image size:	Width (letter, legal) 10 in. (254 mm)
Recording paper size:	Width (letter, legal) 8.5 in. (216 mm) (A4) 8.3 in. (210 mm)
Paper capacity:	MP (multi-purpose) tray: approximately 100 sheets (letter, legal, A4) (80 g/m² or 21 lbs.) Paper Cassette 1 approximately 500 sheets (letter, legal, A4) (80 g/m² or 21 lbs.) Paper Cassette 2 approximately 500 sheets (letter, legal, A4, executive*, B5*) (Standard with the LASER CLASS® 3175 and optional with the LASER CLASS® 3170/3170MS)
Compatibility:	G3
Modem speed:	33.6/31.2/28.8/26.4/24/21.6/19.2/16.8/14.4/12/9.6/7.2/4.8/2.4 Kbps

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Memory:	**LASER CLASS® 3170/3170MS** 3 MB (192 pages** approx.) Upgrade Option plus 4 MB (additional 256 pages** approx.) = total 448 pages** approx. plus 4 MB × 2 (additional 512 pages** approx.) = total 704 pages** approx. **LASER CLASS® 3175** 7 MB (448 pages** approx.) Upgrade Option plus 4 MB (additional 256 pages** approx.) = total 704 pages** approx.
LCD (Liquid Crystal Display):	20 × 2
Data compression system:	MH, MR, MMR, JBIG***
Transmission time:	G3 Mode V.34+JBIG Approx. 3 sec.****/pg.** ECM-MMR Approx. 6 sec./pg.** MR Standard mode Approx. 12 sec./pg.** MH Standard mode Approx. 15 sec./pg.**
Scanning line density:	G3 Mode Standard: 8 dots/mm × 3.85 lines/mm Fine: 8 dots/mm × 7.7 lines/mm Super Fine: 8 dots/mm × 15.4 lines/mm Ultra Fine: 16 dots/mm × 15.4 lines/mm (interpolated)
Toner cartridge:	Canon FX6 Toner Cartridge

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Operation

Fax printing speed:	Approx. 17 pp./min. (letter)
Scanning method:	Solid state electronic scanning by contact image sensor
Recording (printing) method:	Laser beam electronic circuit
Print resolution:	600 dpi × 600 dpi
Applicable lines:	Subscribers telephone circuit (PSTN)

Dial Features

One-touch Speed Dialing (Registration for 72 numbers)

Coded Speed Dialing (Registration for 128 numbers)

Group Dialing

On-hook dialing

Manual dialing with 10-button keypad

Automatic re-dialing

Manual re-dialing

Program dialing

Dial search

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Networking Features

Transmitting:	Sequential broadcast Batch transmission Confidential transmission Relay broadcasting Password/subaddress sending Polling transmission Delayed transmission
Receiving:	Memory lock reception Polling reception Timer polling Confidential mailbox Relay broadcasting Transfer Received image reduction Collating

Copier Features

Scanning resolution:	16 dots/mm × 15.4 lines/mm (Memory Copy/Interpolated)
Printing resolution:	600 × 600 dpi
Copy speed:	Multi copy speed Approx. 17 cpm (letter)
Multiple copy:	Up to 99 pages

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Telephone Features

	Optional telephone handset Extension phone hookup Remote reception by extension phone **Tone** button **Pause** button

Power

Power source:	120 V/60 Hz
Battery backup:	12 hours
Power consumption:	
LASER CLASS® 3170/3175	
Standby	approx. 20 W at 77°F (25°C)
Operation	approx. 285 W, maximum approx. 600 W
Energy saver standby	approx. 15 W
LASER CLASS® 3170MS	
Standby	approx. 26 W at 77°F (25°C)
Operation	approx. 400 W, maximum approx. 600 W

Operating Environment

Temperature:	50°F to 90.5°F (10°C to 32.5°C)
Humidity:	20 – 80% RH

Weight

LASER CLASS® 3170	Approx. 57 lb. (26 kg)
LASER CLASS® 3175	Approx. 73 lb. (33 kg)
LASER CLASS® 3170MS	Approx. 58.6 lb. (26.6 kg)

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Dimensions

LASER CLASS® 3170/3170MS	19.8 in. w × 20 in. d × 18.5 in. h (501 mm w × 508 mm d × 467 mm h) (without handset) 22.5 in. w × 20 in. d × 18.5 in. h (571 mm w × 508 mm d × 467 mm h) (with handset)
LASER CLASS® 3175	19.8 in. w × 20 in. d × 23.3 in. h (501 mm w × 508 mm d × 588 mm h) (without handset) 22.5 in. w × 20 in. d × 23.3 in. h (571 mm w × 508 mm d × 588 mm h) (with handset)

* You can load executive- or B5-size paper in Paper Cassette 2 only when you use it for the printer function. When you use it as a paper supply for fax, you can load letter-, legal- or A4-size paper only.

** Based on CCITT/ITU-T No. 1 Chart (Standard Mode).

*** JBIG is a new ITU-T standard image data compression method. JBIG's compression method allows data to be compressed more efficiently than MMR, a conventional compression method. JBIG is especially effective when transmitting halftone image documents. Because the smaller data size requires less transmission time, JBIG saves you time and money.

**** Approximately 3 seconds per page fax transmission time based on CCITT/ITU-T No.1 Chart, (JBIG, Standard Mode) at 33.6Kbps modem speed.

Specifications are subject to change without notice.

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Appendix B
Documents You Can Scan

Follow these guidelines if you need exact information about the dimensions of documents you can scan.

Document Media to Avoid

Avoid trying to scan wrinkled or creased paper, carbon or carbon back paper, curled paper, coated paper, torn paper, onion skin or other very thin paper.

Specifications for Paper Documents You Can Scan

Quality	Use plain bond, typewriter quality without curl, folds, or rough edges.
Weight	16-22 lb. (60 g/m^2 to 82.5 g/m^2)
Thickness	0.003 in. to 0.005 in. (0.08 to 0.13 mm)
Storage	64°F to 75°F (18°C to 24°C)
	50% to 60% RH

Document Thickness

The thickness of documents that you feed into the fax should be within the range 0.002-0.005 in. (0.06-0.13 mm). If you have to feed a thick document, first make a copy of the document on a copy machine and then send the copy.

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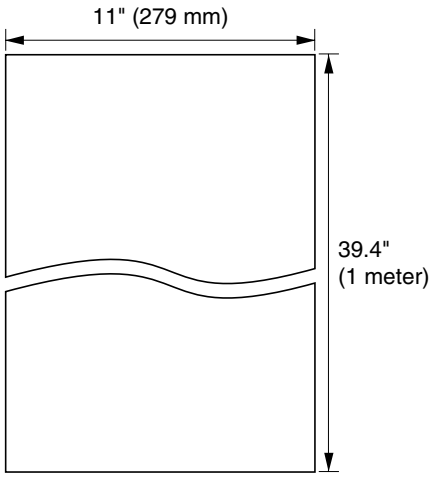
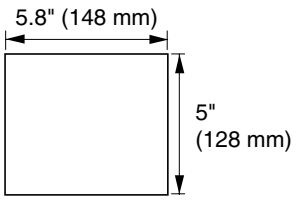
Document Size

Make sure the documents you feed into the fax are within the dimensions shown below. For documents that are larger or smaller than these recommended limits, reduce them or enlarge them on a copy machine and then send the copy.

Maximum Document Size

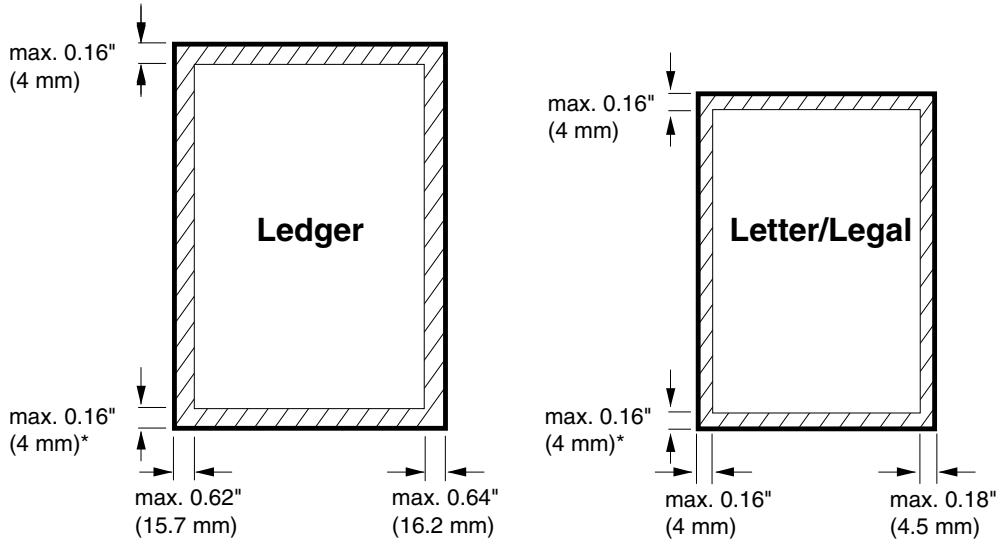


Minimum Document Size



Scanning Area on the Document

The shaded areas in the illustration below show the parts of the document page that are not scanned by the fax. Before you send a document, make sure the document margins are wider than the margins shown below.



* max. 0.22" (5.5 mm) at the standard scanning mode

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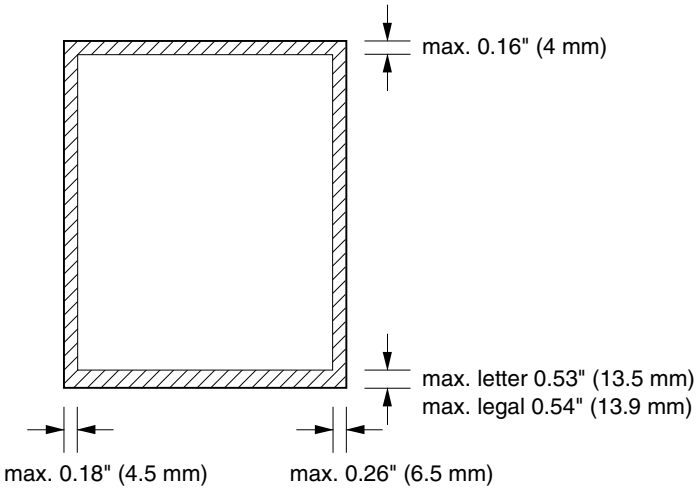
Printing Area

Note that the fax unit cannot print completely from the edge of one border to another. The size of the margin differs slightly with the paper size.



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Glossary

A

Activity report
Journal of transactions, both sent and received.

ADF
Stands for *automatic document feeder*.

Automatic dialing
Dialing fax or telephone numbers by pressing one or four buttons. To use automatic dialing, you must register the numbers in the fax unit's memory. See also *One-touch Speed Dialing*, *Coded Speed Dialing*, and *Group Dialing*.

Automatic redialing
When the other fax is busy or does not answer, the fax waits 2 minutes and then automatically re-dials the same number. If there is still no answer, it makes 1 more attempt after waiting for 2 minutes. After the last unsuccessful attempt, the fax prints an Error TX report.

Automatic reduction of received image
At the top of the received document, the date, time, company name, and fax number can be printed. Because this extra information at the top of the received document requires additional space, the number of pages of the received document may increase. Automatic reduction of the received image avoids this by reducing the size of the printed image.

B

Batch sending
When several documents are scanned into the memory to be sent to the same destination at a specified time, the documents are sent together in the same transmission one after the other.

bps
Stands for *bits per second*.

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Broadcasting
Transmitting a document to more than one location.

C

CCITT/ITU-T
Formally known as CCITT, Consultative Committee for International Telegraph and Telephone. CCITT has been replaced by the International Telecommunications Unit-Telecommunications Sector (ITU-T), a committee created to set international standards for telecommunications.

Coded Speed Dialing
Allows you to automatically dial a facsimile number by pressing only four buttons, **Coded Dial** and a three-digit code. You can register up to 128 facsimile numbers for Coded Speed Dialing. When you register the facsimile number, you can also enter the receiving party's name, set the speed for the transmission, and other useful features.

Confidential mailbox
Two-digit numbers between 00 and 99. If the number is a single digit, precede it with a zero. The fax can have up to 50 confidential mailboxes for individual users.

Confidential mailbox password
Confidential mailbox passwords are four-digit decimal numbers between 0000 to 9999. To print a confidential document received in the memory, you must enter your confidential mailbox password. Remember your password. You will need it to print confidential documents received in the memory. Later if you want to change your password, you must first enter the current password before you are allowed to complete the procedure.

Confidential receiving
To receive a confidential document you must first create a mailbox and register your confidential mailbox password. You use the password to print out confidential documents that you receive in the memory. Confidential mailbox passwords are four-digit decimal numbers between 0000 to 9999. When you receive a confidential document in your mailbox, the fax prints a Confidential RX Report.

Confidential sending
To use confidential sending, there are two ways. One is to first register the procedure with One-touch Speed Dialing or Coded Speed Dialing. After you register the procedure, all you have to do is feed the document into the fax and press the buttons for the speed dialing. The other is to press **Confidential Mailbox** button and dial.

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D

Default
The fax is programmed in the factory with settings that we recommend. These are known as *factory default* settings. You can customize your fax by programming settings other than the factory default settings. For details, see Chapter 16 of this Facsimile User's Guide.

Delayed transmission
With delayed transmission (also called timer sending), you can set a time for the document to be sent. You do not have to be in the office when the document is sent at the specified time. With delayed transmission you can send the same document to more than one destination at a preset time. If you frequently send the same document to several destinations, you can save time by using Group Dialing.

Density control
You can darken or lighten documents that you send or receive with buttons at the top of the operation panel.

Destination label
Attachable label used to label speed dialing buttons on the facsimile machine. Write the name of the other party on the label and then paste the label above the button where his or her fax number is registered.

Dialing methods
Dialing numbers at the press of one or a few buttons. To use automatic dialing, you must register the fax numbers in the memory of the machine.
- Regular dialing
- One-touch Speed Dialing
- Coded Speed Dialing
- Group Dialing
- Directory Dialing

Direct sending
Use direct sending if the memory is full but you still want to send a document. Direct sending scans and sends one page at a time. The document is not scanned into the memory, so it takes a little more time to get your original document back.

Document
The single sheet or stack of papers containing the data you want to send through or receive from a fax machine.

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Document density
The document density settings alter the lightness or darkness of the documents sent or received. See *density control*.

Document guides
Guide the document into the fax for scanning, copying, or sending.

Document memory list
The memory list shows what documents are currently stored in the fax memory. Each memory list shows:

- Transaction number for each document.
- How each document was stored.
- Name and number the fax was sent to if they are registered for One-touch or Coded Speed Dialing.
- Number of pages in the document.
- Date and time each document was stored in the memory and when it will be sent.
- Sender's name (TTI).

Document feeder tray
The document feeder tray can hold 50 sheets of letter- or A4-size paper, or 20 legal-, 11 × 17 in.- or B4-size paper. You load a document once, and the fax then feeds each sheet of the document one by one.

Document output tray
Holds documents ejected from the fax unit after they have been scanned into memory, copied, or sent by direct sending.

Dual access
Enables you to scan a transmission, even if the fax is copying, sending or receiving a document. You do not have to wait until the fax finishes the current send/receive transmission. While the facsimile sends a document from the memory, you can load other documents into the memory, copy documents, print out reports, or register information.

Dual-line Upgrade Kit II
The optional Dual-line Upgrade Kit II allows you to connect two telephone lines to the fax unit. Both lines can be used simultaneously for facsimile transactions, either line can be given priority for transactions, or either line can be temporarily disabled.

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E

ECM
Stands for *error correction mode*. Reduces system and line errors when sending or receiving from another fax with ECM capability. When there is noise on the telephone line, a distortion or blank area can occur in the document received by the other party. ECM divides one page into a number of blocks and checks for lost data block by block. When some data is lost in a certain block, ECM repeats transmission from the beginning of that block after confirming that all data within the block can be transmitted successfully. In this way, ECM guarantees that a good image can be received at the receiving end. ECM is very effective in countries where the telephone lines are in poor condition. There may be occasions when you want to turn ECM off. For instance, when you feel the transaction speed is extremely slow, you can turn ECM off.

Error lamp
Blinks red when a paper jam occurs or the fax is running out of toner or paper.

F

Fine
Use this setting for documents with very small characters and lines. It is twice the Standard resolution.

G

G3
Group 3 fax machines defined by CCITT/ITU-T. Uses encoding schemes to transmit image data while reducing the amount of data that needs to be transmitted, thus reducing transmission time. G3 fax machines can transmit one page in less than one minute. Encoding schemes for G3 fax machines are Modified Huffman (MH), Modified Read (MR), Modified Modified Read (MMR), and JBIG.

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Group dialing
Group Dialing allows you to dial up to 199 previously registered One-touch Speed Dialing or Coded Speed Dialing numbers together as a group. This means you only need to press a One-touch speed dial button or the **Coded Dial** button followed by a three-digit code to dial a large group of numbers automatically. You register each group of facsimile numbers for a One-touch or Coded Speed Dialing button, so make sure a button is available before trying to register Group Dialing. Once a group is defined, you can add or delete numbers to/from the group.

Group number
List of all facsimiles to receive a relayed document. These are two-digit codes between 00-99. The group number is registered on the facsimile with the relay feature.

I

In Use/Memory lamp
Blinks green when the telephone line is in use.
Lights green when there are documents stored in memory.

J

Jack
The telephone line receptacles on your wall and on the side of your fax unit used to connect your fax machine to the telephone line and handset or extension phone.

L

Long distance dialing
When dialing or registering long-distance numbers, you sometimes have to insert a pause either within or after the telephone number. The destination and length of the pause differ depending on the system. Contact your local authorized Canon dealer or your local telephone company for further information if you experience problems with long distance dialing.

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M

Manual receiving
Use this setting if you have installed the optional handset kit and there is only one line connected to your office which you use for both phone and fax communication, and you want to monitor all incoming calls yourself. When you hear the ringer, pick up the handset and answer the phone. If you hear a slow beep, this means someone is trying to send you a facsimile transmission. Press **Start/Scan** and hang up the handset to start receiving the document. You cannot receive documents if there is another document fed into the fax.

Manual redialing
When you use regular dialing, you can redial a number manually simply by pressing **Redial** on the operation panel. The last number called is the number re-dialed.

Manual sending
Use manual sending when you have installed the optional handset kit or connected an extension phone and you have to talk to the other party before you send the document. You may have to do this to send transmissions to older fax units. Put the document in the fax and then dial the number. After the call connects, if you hear a high-pitched tone, press **Start/Scan** to send the facsimile and then hang up. If the other party or the other fax does not answer, hang up the handset. If the other party answers, tell him that you are going to send a facsimile transmission and that he should press start button on his own machine. Press **Start/Scan** on your own fax, then hang up the handset.

Memory box
The memory box provides features that allow you to set up an ITU-T subaddress and password and allows you to use advanced features such as confidential sending and relay sending with fax units of any manufacture as long as they too support ITU-T standard subaddress/password transactions.

Memory broadcast
Allows you to send one scanned document to a maximum of 210 destinations with One-touch Dialing, Coded Speed Dialing, and regular dialing. Just dial the numbers sequentially when you send a document. If you must do this frequently, register the numbers for Group Dialing.

Memory file
A document stored in the memory is also called a *memory file*.

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Memory list
See *document memory list*.

Memory lock
Usually a document is printed as soon as it is received, but the memory lock feature forces all documents to be received in memory until you enter a password to print them. This feature prevents printed documents from piling up on the paper output tray when the office is unattended. After you return to the office, you can print all documents stored in the memory.

Memory reception password
Protects all documents received and stored in the memory when the memory reception feature is turned on. The memory reception password is a four-digit number (0000-9999) that you should safeguard to prevent access to your documents stored in the fax memory. This password unlocks the memory to print all documents received with memory lock turned on. See *memory lock*.

Memory sending
Scanning the document into the memory before the facsimile dials the number and sends it. Scanning is fast and you only have to wait until the original document is scanned, not until it is sent. You can get the original back much faster and spend less time standing around the fax.

MP (multi-purpose) tray
Folds out from the fax and holds a variety of print media, including cut sheet standard paper, envelopes, adhesive labels and transparencies.

Multitransaction
Also called, *multiple transmission* or *sequential broadcast*, this term refers to scanning a document once and sending it to more than one location. You can send a single document to a maximum of 210 destinations.

N

Noise
A general term applied to a number of problems that adversely affect the operation of telephone lines used for modem and fax communication.

Normal mode
Using the fax with its default settings.

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Numeric buttons
The numeric buttons are the round buttons on the operation panel marked the same as a standard telephone keypad. Press to perform regular dialing. The numeric buttons are also used to enter numbers and letters when registering numbers and names.

O

One-touch Speed Dialing
Each One-touch Speed Dialing button holds a facsimile telephone number. After the numbers are registered, all you have to do is press one button to dial. Up to 72 numbers can be registered for One-touch Speed Dialing.

P

Pause
By pressing **Pause**, you can enter a pause between digits of a telephone number when you register the number for One-touch or Coded Speed Dialing or during regular dialing. A pause may be required for a connection to an outside line, or some countries may require a pause for overseas fax transmission.

Pause time
When registering long-distance numbers, you sometimes have to insert a pause either within or after the number. The destination of the pause and pause time depend on the system. Pauses entered within a number are 2 seconds long, and a pause at the end of a number is 10 seconds. A pause is inserted in a number or at the end of a number by pressing the **Pause** button. The **Pause** button is factory preset to enter a 2 second pause within a number, although this may differ according to your location. Pauses entered after a number are always fixed at 10 seconds. If you adjust the pause time, this only changes the length of the pauses inserted within numbers and does not affect pauses entered at the end of numbers.

PBX
Stands for *private branch exchange*. A PBX controls the flow of telephone traffic through the institution itself, including automatic call back and dialing and paging systems. See *switchboard*.

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PIN code
PIN means *Personal Identification Number*. Some Private Branch Exchange (PBX) systems require that a PIN code be entered when dialing a number to make a call or send a document by fax machine. PIN codes prevent unauthorized personnel from making calls. To protect privileged access to the telephone lines, only authorized users are entrusted with the PIN codes for daily operations. Depending on the requirements of the PBX system, the PIN code may be entered either before the number as a prefix, or after the number as a suffix. If your PBX requires a PIN (Personal Identification Number) to connect to an outside line, the fax machine can be set up with the user data settings to prompt you for a PIN code every time you dial.

Polling transmission
Polling means one facsimile unit requests another to send a document. This is useful when the sending party, the party with the original document, is not in the office, but the document must be sent out. The receiving party dials the fax holding the original and requests that it be sent. In other words, the receiver always polls the sender. Before using the polling feature, you have to set up polling boxes.

Printable area
The area of the document that can actually be reproduced and printed on the recording paper by the receiving fax. The printing area is smaller than the paper.

Printer Board I
The optional Printer Board I enables your fax to operate as a printer. Printer Board I is a standard feature for the LASER CLASS® 3170MS.

Pulse
See *rotary pulse*.

R

Reduction mode
The fax unit's automatic feature that slightly reduces the received image to allow room at the top of the page for the sender's ID information. You can also reduce the size of large incoming documents using the RX REDUCTION option.

Registering
A process by which you place fax or telephone numbers and names in the fax unit's memory for automatic dialing so that you can save time dialing frequently called destinations.

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Regular dialing
Dialing a number with the numeric buttons. Use regular dialing to dial a number that is not registered for any of the automatic dialing methods. Press **Hook** then use the numeric buttons to dial the number you want to call.

Relay broadcast
See *relay sending.*

Relay sending
Also called *relay broadcast*. You can send a document once to a fax in a distant location and then have that fax relay your document to several other destinations in the same area.

Remote receiving ID
The number you dial on an extension to start receiving a fax. The default remote receiving ID is 25, so just dial 25 and then hang up the handset of the extension telephone.

Remote reception
Allows you to receive a fax transmission with an extension telephone. To start receiving a fax, dial the remote receiving ID (25).

Reports
This is a list of reports printed by the facsimile:

- **Activity Management Report (TX or RX)** You can set the fax to print a report every time you send or receive a document. You can also set the fax to print part of the document on the report to remind you of the content of the document. To turn printing these activity reports on and off, use the user settings.
- **Activity Report** Provides a record of the last 40 sending and receiving transactions. You can print out activity management reports manually whenever you want to review the last 40 transactions, set the fax up to print them automatically after every 40 transactions, print the report at the same time every day, or print the report showing the sending transactions of individuals or departments in your company, using department codes registered on the fax, as well as a list of receptions.
- **Confidential RX Report** After you receive a confidential document in a mailbox, the fax prints out a confidential message notice. No special settings are required. Each notice shows the date and time you received the confidential document, the name and telephone number of the party sending the confidential document, whether the document was successfully received, and other useful information.

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- **Error TX Report** If the fax fails to send a document because the other party does not answer, even after automatic redialing, or if an error occurs, then your fax will immediately print an error transmission report. The report includes the facsimile number of the other party so you can try sending again and can print part of the first page of the document so you can identify it.
- **Memory Clear Report** When documents are stored in the memory if power to the fax is cut off for more than 12 hours, the documents stored in the memory will be erased. After power is restored, a Memory Clear List will print to show you what documents have been erased. If power is restored within 12 hours, the documents are not erased and no report prints.
- **Multi TX/RX Report** When you send a document to more than one destination, the fax prints a report to show you the name and numbers of the other parties, whether the transactions were completed or not, and errors if any. The fax automatically prints multi-transaction reports for sending documents to more than one destination, delayed sending documents to more than one destination, sending documents through a relay fax to more than one destination, and sending confidential documents to more than one destination if the mailboxes are the same on every fax unit.
- **Relay Broadcast Report** After sending a document through a relay fax, you may receive a relay broadcast report from the fax machine that relayed the document. This shows whether or not the document was successfully relayed to all the final destinations. To receive a report, the other machine must be set to print a relay broadcast report.

Resolution
The density of dots for an output device like a fax, scanner, or printer. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data, for example, 600 × 600dpi.

Restricted reception
The ability of the fax unit to restrict incoming documents. With this feature turned on, the fax unit will receive documents only from speed dialing numbers registered in your fax unit.

Rotary pulse
A *rotary-pulse* or *pulse dial* telephone is dialed by manually rotating a dial to send pulses to the telephone switching system. When you pulse dial, you will hear clicks. With tone dialing, you will hear tones.

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RX password
The ITU-T password set on your fax to match the ITU-T password of all incoming documents. If your RX password matches the ITU-T password of the incoming transmission, the document is received. If the passwords do not match, the document is not received. The maximum length of the password is 20 digits and may consist of numbers, spaces, asterisk (*), and pound mark (#).

S

Scanning area
The scanning area is narrower than the original document size on the entire border around the document. Documents you send should have some margin on the sides and the top and bottom. Anything over this margin cannot be scanned for sending.

Sender's name
Name or company name, your fax number, date and time the document sent to the receiving party are printed on each page you send. The sender's name, which is your own name can be printed on the documents that you send. You can register up to 19 sender names that can be selected with the TTI selector before sending. Your name and facsimile number are printed at the top of documents that you send.

Sending speed
The rate at which documents are sent over the phone line. See also *bps*.

Sequential broadcast
Allows you to send one scanned document to up to 210 destinations by using One-touch Speed Dialing, Coded Speed Dialing, and regular dialing. You just dial several numbers to send the document. If you do this frequently, you should register the numbers for *Group Dialing*.

Smoothing
Even if the image you receive from the other party's fax is of poor quality, your fax unit will smooth the image to produce a better quality image.

Stamp
The optional stamp feature marks documents that have been scanned for transmission with a yellow circle stamped on the lower left side of the document.

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Standard
Use this setting to send normal, typewritten or printed documents containing only text and no drawings, photographs, or illustrations.

Standby
On and ready to use. All operations start from the standby mode where the date and time are displayed.

Super Fine
This button increases the clarity of documents you send. The lamp shows you the current setting. It is four times the Standard resolution.

Switchboard
Also called a PBX (private branch exchange) internal switching system. You have to dial an outside line number along with the regular facsimile telephone number. The outside line number must also be registered. Depending on the system, you may also have to insert a pause after the outside line number. The pause button is factory preset to enter a 2-second pause. However, you can change the pause time to suit your PBX or telephone system. Before adjusting the pause time, check with your local authorized Canon dealer or your local telephone company about the correct pause time to use for your telephone system.

T

Timed sending
See *delayed transmission*.

Tone/pulse setting
This setting allows you to set the fax to touch tone (T) or pulse (P) dialing, depending on the type of phone line you have installed.

Tone
You can switch temporarily from pulse to tone dialing by pressing **Tone** before dialing. Data services may require that you use tone dialing, so if you have a conventional pulse dial telephone and need to use tone dial to access the data service, press **Tone** to tone dial on your pulse telephone line.

Toner cartridge
Your fax machine uses a patented FX6 cartridge which contains both the photosensitive drum and toner in one compact unit. For details about disposing of used toner cartridges, contact your local dealer or authorized Canon representative.

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Touch-tone
A *touch-tone* or *tone dial* telephone is dialed by pressing buttons that sends tones of varying pitch to the telephone switching system.

Transaction number
When a document is scanned into or received in the memory, it is assigned a transaction number (TX/RX). You can select documents in the memory for sending, printing, or deleting by specifying the transaction number.

Transfer
A special feature you can set up on the fax to have all documents received on the main fax unit transferred to another fax unit. For example, you could have the main fax unit in the office transfer all documents to your fax at home. You can set the day and time for this feature to turn on and off. Please remember, however, that documents received in a confidential mailbox or a memory box cannot be transferred. See *transfer password*.

Transfer password
Protects the transfer settings from unauthorized access. You must enter the transfer password, a four-digit code (0000-9999), in order to view or change the transfer settings.

Transmission time
A fax transmission consists of three stages: the pre-message handshake, the message transmission, and the post-message handshake. The transmission time described in this user's guide is not the total time required for the entire transmission. It is only the time for the message transmission. The transmission time described in this user's guide is the fastest time achieved when faxes communicate in the same mode.

TTI
Stands for *transmit terminal identification*. Also called sender information. The TTI is the name of the person or organization and the facsimile number of the fax that sends a document. In addition to a unit name that you register for the fax, you can create up to 19 sender names that can be selected and used in place of the unit name when you send a facsimile transmission.

TTI Selector
With this feature you can select the name to be printed at the top of the message you send. Usually you register your company name as the TTI, but you can also use personal names.

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TX password
The ITU-T password set on your fax that accompanies the document you send and must match the RX password on the fax where it is received. If your TX password matches the RX password of the other party's fax, the document is received. If the passwords do not match, the document is not received. The maximum length of the password is 20 digits and may consist of numbers, spaces, asterisk (∗), and pound mark (#).

U

UHQ
Stands for *ultra high quality* image. Allows you to send documents that are very close to the quality of the original.

Ultra Fine
This button increases the clarity of documents you send. The lamp shows you the current setting. It is eight times the Standard resolution.

Urgent document
Use direct sending to send an urgent document ahead of documents in the memory waiting to be sent. Just feed the urgent document into the facsimile and dial, and press **Direct TX**. As soon as the facsimile finishes sending the current document from the memory, it will send the urgent document. See also *direct sending*.

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